

Triathlon London - Roles and Responsibilities of Executive Committee Officers

1. President (This role is an Honorary one)

The President shall:

- motivate and support London Committee members in the execution of their roles;
- provide an independent view on Triathlon London initiatives;
- not vote at any Executive Board Meeting, but shall have the casting vote should meetings be tied on any one issue;
- be available to represent and speak for Triathlon London in the public forum.

2. Chair

The Chairman shall:

- have overall responsibility for the workings of the London Committee and activities promoted by Triathlon London;
- ensure good quality communication channels both between Triathlon England, British Triathlon Federation and Triathlon London, and between Triathlon London and the clubs and individuals in the region;
- support the Triathlon England Regional Manager (TERM) in the execution of his/her role;
- chair all Executive Board Meetings, the Annual General Meeting and Extraordinary Meetings. If the Chairman is absent or declines to take the chair, the Vice Chairman shall preside;
- notify Triathlon London Members promptly of any appointment, resignation or removal of Officers of the Executive Board;
- advise all Triathlon London Members of any changes to the Constitution;
- consider the accounts of Triathlon London and sign them if he/she considers them to be in order;
- report on the activities of Triathlon London at the Annual General Meeting.
- arrange regional meetings with club representatives;
- with the TERM maintain links with single discipline clubs;
- manage TL partnership relationships;
- maintain regular contact with club representatives.

3. Vice-Chair

The Vice-Chairman shall:

- support the Chairman in the execution of his/her role;
- chair all Executive Board meetings and General Meetings in the absence of the Chairman;
- represent Triathlon London at Triathlon England committee meetings in the absence of the Chairman;
- support the TERM in the execution of his/her role;
- ensure that adequate advice and assistance is available to Officers of the Executive Board in the performance of their responsibilities.

4. Treasurer

The Treasurer shall:

- keep proper records of Triathlon London's financial transactions in accordance with current accepted accounting rules and practices;
- liaise with Triathlon England/Sport England on regional funding provided by them;
- develop and implement control procedures to minimise the risk of financial exposure, such procedures to be reviewed annually by the Executive Board;
- ensure that bills are paid and monies banked in accordance with these procedures;

- prepare an annual budget for Triathlon London and regularly inform the Executive Board of progress against that budget;
- make all records, procedures and accounts available on request to the Executive Board;
- draw up annual accounts to 31st March each year, these accounts to be approved by the Executive Board and signed by the Chairman;
- present annual accounts to Triathlon London members at the Annual General Meeting.

5. Secretary

The Secretary shall:

- give notice of all Executive Board Meetings, the Annual General Meeting and Extraordinary Meetings, together with an appropriate agenda;
- record the proceedings of all such meetings and document them as minutes to be made available on the Triathlon London website.

6. Regional Officials Coordinator (Technical Officer)

The Regional Officials Coordinator shall:

- provide technical advice and support to event organisers and the Executive Board;
- organise site visits to new races/race organisers where requested to give advice and guidance on meeting the requirements of the event sanctioning procedure;
- provide guidance to event organisers on how to undertake a risk assessment and document it using the generic risk assessment forms where requested;
- coordinate the recruitment, management and development of officials within the region;
- liaise with the British Triathlon Technical Committee on the appointment of officials for major events taking place within the region;
- assist race organisers to identify officials when required and work with them to identify opportunities for developing officials to gain more experience;
- work with the TERM to identify opportunities to run officials courses within the region.

7. Coaching Officer

The Coaching Officer shall:

- support coach development (coaching courses, CPD, coach mentoring) within the region, particularly working with the TERM to run L1 & L2 coaching courses, working with the TERM on paid regional coach deployment and coordinating coach mentoring efforts within TL region;
- implement the National Coaching Strategy within the region;
- organise Coaching & Athlete Development Seminars;
- communicate regularly with TL coaches;
- represent TL Academy Coach on committee.

8. Junior Coordinator

The Junior Coordinator shall:

- Facilitate the London Region Junior series;
- Liaise with regional event organisers about the inclusion of races to make up the Junior Series, setting up an agreement with each as to what is required by the event and region;
- Progress including different events to develop the series further for future years;
- Produce and publish clear qualification and eligibility criteria for the Junior Series;
- Define and publish clear scoring protocols and up to date results;
- Ensure relevant junior trophies and prizes are available for the awards night;
- Oversee the London Inter Regional Championships Team;
- Define and publish clear IRC selection criteria;
- Confirm selection of the London IRC Team and information regarding the team and event is published on the Triathlon London Website;
- Apply to the regional committee for the budget required to support the team;

- Direct the London Region Junior Training Squad;
- Apply to the regional committee for the budget required to fund the training squad;
- Track expenditure against budget;
- Oversee the organisation and activities of the squad to ensure good value for money/quality activities are provided;
- Promote Junior Club development;
- Create a point of contact for all existing junior clubs to ensure they receive robust regional support (e.g work with clubs to improve their cycling offer to members);
- Identify and follow up possible new junior club opportunities with regional support;
- Assist in forging good links between region and junior tri clubs, combining training opportunities where appropriate etc...
- work with the TERM on junior development issues;
- Junior Section of Website, and other media;
- Ensure that the junior section of the website is complete and accurate, and it is updated promptly;
- Ensure that significant events relating to the juniors are communicated publically through the appropriate media channels;
- Submit a junior activity report a minimum of one week prior to the committee meeting for review;
- Produce a junior activity summary of the year prior to the Triathlon London AGM in October.

9. Senior Series Coordinator(s)

The Senior Series Coordinator(s) shall:

- coordinate the Senior Series in conjunction with the TERM;
- liaise with regional event organisers about the inclusion of events to make up the Senior Series;
- produce clear qualification and eligibility criteria for the Senior Series in conjunction with the TERM;
- produce clear scoring protocols before the first event and keep accurate and up to date results on the Triathlon London website;
- prepare trophies and prizes for the series winners;
- organise & promote TL League events;
- define TL League rules;
- promote the TL Regional Championships;
- assist with partnership (sponsor) proposal documents;
- invite regional partners to Awards party.

10. Media Coordinator

The Media Coordinator shall:

- work closely with the TERM, and committee to provide relevant up to date news and information;
- be responsible for the updates of the Triathlon London website, the content of the website being the responsibility of content editors on the Executive Board;
- assist with the news on social media – FaceBook, Twitter and others as they develop;
- along with the TERM, ensure that there is always relevant content available on a timely basis for Tri News;
- write TL news & press releases as appropriate;
- communicate news via emails & newsletters;
- forge media links with external partners;
- produce banners, leaflets, posters, etc for Expos in the region, eg. London Tri, Hyde Park, TCR;
- source photos from regional events.
- price website advertising opportunities
- produce partnership (sponsor) proposal documents;
- assist with TL partnership relationships.

11. Para Tri Coordinator

The ParaTri Coordinator shall:

- coordinate on events in conjunction with the TERM;
- liaise with regional event organisers about the inclusion of para events within existing races;
- produce clear guidance and support for para tri events;
- assist with partnership (sponsor) proposal documents;
- invite regional partners to Awards party.