

Committee Member

The role of a committee member is to provide support to the President, Secretary and other committee members to ensure RTC sets appropriate goals and meets its objectives, is administered according to the RTC Constitution and completes all legal and compliance obligations.

Responsibilities

The responsibilities of committee members are wide and varied and may include:

Knowledge

A committee member should:

- Be well informed of all club activities, especially those of all sub committees.
- Have a good working knowledge of the RTC Constitution, club rules and by-laws, policies and procedures as well as the duties of all office holders.
- Have an understanding of the legal and compliance obligations of running the club.

Governance

Committee members generally contribute to the development, definition and delivery of the following club activities and responsibilities:

- Culture and behaviours. This includes goals, objectives, strategies and documented implementation plans on how they will be achieved.
- Identification and formulation of budgets and cash flow projections for the upcoming year.
- Ensuring compliance and legislative obligations are met.
- Ensure the health and safety of all club members, volunteers and supporters.
- Ensure all complaints and disputes are investigated as soon as possible and in accordance with club policies and procedures.
- Volunteers are trained and supported throughout the year to complete their roles successfully.
- Assist the President and Secretary in their duties as required.
- Undertake tasks at the request of the President or by agreement of the committee.

Participating in Meetings

Attending and actively participating and contributing in committee meetings is a core function of a committee member.

Essential Skills and Requirements

- Dedicated club person.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Effective communicator.
- Be discreet and able to maintain confidentiality on relevant matters.
- Hold or willing to apply for a current “working with children” check (if required).

Requirements

General Committee members are expected to:

- Act in the best interest of the members at all times.
- Attend committee meetings.
- Undertake the role in good faith and honesty

If at any stage the committee member becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year the committee members will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Committee Members

An important responsibility of outgoing committee members is to train, mentor and support the incoming committee members.

The estimated time commitment required as a Committee Member is 2 hours per week during the season.

President

The President is responsible for ensuring the club sets and meets its goals and objectives, is administered according to the RTC Constitution and completes all legal and compliance obligations.

Responsibilities

The general responsibilities of the President are wide and varied and include:

Knowledge

A successful President should:

- Be well informed of all club activities, especially those of the committee and any sub committees.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders.
- Have a good understanding of the legal and compliance obligations of running the club.

Governance

Key governance responsibilities include ensuring the club:

- Defines and documents its club culture and behaviours and continually communicates them to members, coaches, supporters and volunteers.
- Ensures the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved.
- Implements strong financial controls to protect the cash and assets of the clubs as well as the volunteers handling the cash.
- Ensures the committee receive regular and accurate financial reporting, budgets and cash flow projections.
- Ensure compliance and legislative obligations are met.
- Ensure the health and safety of all club participants.
- Ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Ensure all club positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- Ensures all club activities are documented in operations manuals, policies and procedures.
- Ensures volunteers are trained and supported to complete their roles successfully.

Meetings, communication and key relationships

Running meetings and communicating to stakeholders are core responsibilities of the President, including:

- Setting the agenda for each committee and general meeting, including the annual general meeting.
- Chair all committee meetings and general meetings.
- Act as a spokesperson for the club and represent it locally, regionally and nationally.
- Regularly liaise with sub-committees to ensure they receive assistance and support as and when they need it.
- Ensure that all sub-committees are regularly reporting to the committee.

- Liaise with all relevant stakeholders.
- Ensure committee members and position holders fulfil their responsibilities to the club.
- Ensure the key stakeholder relationships of the club are maintained and nurtured.

Requirements

The President is expected to:

- Act in the best interest of the members at all times.
- Attend all Committee meetings.
- Undertake the role in good faith and honesty.

If at any stage the President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year the President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming President

An important responsibility of the outgoing President is to train, mentor and support the incoming President.

Essential Skills and requirements

- Hold or willing to apply for a current volunteer's "working with children" check (if legally required).
- Can communicate effectively.
- Is well informed of all other tasks and can respond to general duties as directed by the committee.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members.
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees.
- Is a supportive leader for all members.
- Able to chair committee and general meetings.
- A good understanding of the sporting and competition requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

The estimated time commitment required as the President is 8 hours per week during the season.

Vice President

The role of Vice President generally is to work closely with and support the President. The Vice President will undertake the duties and responsibilities of the President if the President becomes unavailable for any reason.

The role of Vice President is the ideal position for those considering becoming club President in the future, as the Vice President should work closely with the President to support them to undertake the leadership and governance responsibilities of the club. This forms an effective succession strategy to ensure continuity of leadership for the club.

Responsibilities

The general role of the Vice President is to support the President, assisting them to fulfil their role.

Knowledge

The requirements of a successful Vice President include:

- To be well informed of all club activities, especially those of the committee and any sub committees.
- Have a good working knowledge of the constitution, club rules and by laws, policies and procedures as well as the duties of all office holders.
- Have a good understanding of the legal and compliance obligations of running the club.

Governance

The Vice President assists the President to ensure that the club undertakes its key governance responsibilities, including:

- Documenting club culture and behaviors and ensuring that these are continually communicated to members, coaches, supporters and volunteers.
- Clearly defining and documenting goals and objectives, including strategies and implementation plans on how these will be achieved.
- Supporting the implementation of strong financial controls, reporting, budgets and cash flow projections to protect the cash and assets of the clubs as well as the volunteers handling the cash.
- Ensuring compliance of all legal obligations and the health and safety of all club members, volunteers and supporters.
- Ensuring all complaints and disputes are investigated at the earliest opportunity and in accordance with club policies and procedures.
- Ensuring that club positions, roles and sub committees have regularly reviewed position descriptions or terms of references.
- Ensuring that all activities are documented in operations manuals, policies and procedures.
- Ensuring that volunteers are trained and supported to undertake their roles successfully.

Meetings, communication and key relationships

The Vice President will:

- Assist the President to set the agenda for each committee meeting and general meeting, including the club's annual general meeting and any other special general meetings.

In the absence of the President, the Vice President will:

- Chair committee meetings.
- Chair the annual general meeting (and any other special general meeting).
- Act as a spokesperson for the club and represent it locally, regionally and nationally as required.
- Ensure all responsibilities of the President are undertaken.

Requirements

The Vice President is expected to:

- Act in the best interest of the members at all times.
- Attend all Committee meetings.
- Undertake the role in good faith and honesty.

If at any stage the Vice President becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Secretary who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year the Vice President will review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Vice President

An important responsibility of the outgoing Vice President is to train, mentor and support the incoming Vice President.

Essential Skills and requirements:

- Hold or willing to apply for a current “working with children” check (if relevant).
- Can communicate effectively.
- Is well informed of all other tasks — handle bookings and entries, respond to general duties as directed by the club.
- Can oversee organisational activities.
- Is aware of the future directions and plans of members and the club.
- Has a good working knowledge of the rules of the club and the duties of all office holders and subcommittees.
- Is a supportive leader for all club members.
- Able to chair committee or general meetings.
- A good understanding of club governance requirements at local, regional and higher levels.
- Unbiased and impartial on all issues.
- Receptive to change.
- Dedicated club person.

The estimated time commitment required as the Vice President is 8 hours per week during the season.

Treasurer

The Treasurer is responsible for ensuring the committee is empowered to manage the financial affairs of the club, is responsible for protection of the club's cash, assets and the volunteers who handle them, ensuring the collection of all revenues and payment of all financial obligations.

The treasurer must also ensure that all financial transactions are recorded in the club's accounts and must produce the club's financial reports for presentation to the committee and the members at the AGM. The treasurer is also responsible for complying with all financial reporting obligations contained in the club rules and the Incorporated Associations legislation.

Responsibilities

Empowering the committee to manage the financial affairs of the club

- Preparation of a club budget and cash flow projection at the start of the year for review and sign off by the committee
- Record all financial transactions in the clubs accounting system as well as maintaining a list of club assets and liabilities.
- Comparing actual financial results of a given period to budgets for the same period and provide explanations for any variances for the committee to review and take action in a timely manner
- Provide monthly profit and loss reports and balance sheet to the committee each month (generally presented at each committee meeting)
- Provide a list of payments for the previous month to the committee each committee meeting
- Provide a list of revenues outstanding and payments to be made to the committee each committee meeting

Protect the club's assets, cash and the volunteers who manage them

- Implementing financial management procedures which protect the club's funds and assets and the volunteers who handle them
- Control the club bank account(s), ensuring only those authorised are bank account signatories
- Ensure as many payments as possible are undertaken via Electronic Funds Transfer (requiring two signatories before payments can be made)
- Ensure as much revenue as possible is collected using online payments
- Ensure all approved expenditure is paid as when it falls due
- Ensure all moneys due to the club are collected

Financial reporting

- Where an audit or review is required ensure it is completed in time for the financial reports to be presented to members at the Annual General Meeting
- Produce the financial report to members to be presented at the Annual General Meeting
- Undertake all legislatively required reporting and submissions

Essential Skills

- Enthusiastic and well organised.
- Ability to keep concise financial records in the club's accounting system.
- Ability to allocate regular time periods to maintain the financial records of the club.
- Diligent with receipts and money.
- Ability to work in a logical and orderly manner.
- Honest and trustworthy.
- Financial accounting or book keeping experience preferred.
- Computer skills.

Requirements

The Treasurer is expected to:

- Act in the best interest of the members at all times
- Attend all Committee members
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteers “working with children” check

If at any stage the Treasurer becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year a key activity of the Treasurer will be to review and revise their position description and any other policies and procedures for which they are responsible to ensure it they continue to reflect the requirements of the role. The updated Position Description and other documents must be provided to the Club Secretary prior to the Annual General Meeting each year.

Induction of the incoming Treasurer

An important responsibility of outgoing Treasurer is to train, mentor and support the incoming Treasurer.

The estimated time commitment required as the Treasurer is up to 6 hours per week during the season.

Secretary

The key responsibilities of the Secretary are to understand the Club Rules, By Laws, Policies and Procedures, legal and compliance obligations, and ensure the club is run according to these core requirements at all times.

The Club Secretary is generally the clubs nominated representative for the purposes of complying with the *Associations Incorporation Reform Act 2012*.

The Secretary is also the club officer responsible for managing, collecting, reviewing and disseminating the club's information and knowledge (e.g. policies and procedures, position descriptions, etc.). The Secretary is responsible for collecting all the key club information created and used during the year and previous years and should coordinate the handover of the information and knowledge to the incoming committee and relevant volunteers.

Responsibilities

The Secretary is responsible for the administrative tasks of the club including:

Legislative responsibilities

The secretary will also act as the "public officer" of the club so generally becomes the clubs nominated secretary under the *Associations Incorporation Reform Act 2012* and as such is responsible for:

- Notifying the relevant government body of their appointment
- Lodging on behalf of the club all reports and notices as required by *Associations Incorporation Reform Act 2012*.
- Maintaining the club's membership database

Meetings

- In conjunction with the President, schedule all committee meetings and general meetings (including the annual general meeting) as early as possible.
- Prepare and circulate, at least 4 days prior to each committee meeting, the agenda and supporting reports, including financial reports and any other information required to be considered by the committee.
- Take the meeting Minutes of each committee and general meeting, circulating them within 4 days of the meeting to relevant people.
- Prepare and circulate according to the Club Rules, the notice convening the annual general meeting, ensuring all members are invited.

- If there are special resolutions to be considered at a general meeting, ensure the special notification requirements under the Club Rules are met.
- Maintain the minute book of club committee and general meetings, ensuring the minutes of each meeting are signed by the President confirming they are a true and correct reflection of the meeting.

Communication

- Handle all general club correspondence, responding to any correspondence as required.
- Oversee and co-ordinate the club's communication strategy, including its website, email newsletters and social media.
- Be the club's point of contact for key stakeholders including local council (East Gippsland Shire, Wellington Shire) and peak sports bodies (Triathlon Victoria, Triathlon Australia).

Knowledge Management

- Maintain a register of the latest version of all club documentation including (but not limited to) the RTC Constitution, policies and procedures, by-laws, position descriptions, subcommittee terms of reference, etc.
- Maintain a register of all marketing material relating to the club's activities (letterhead, logos, posters, brochures, etc.).
- Ensure that all volunteers update their position descriptions and any operating manuals, policies and procedures and provide the Secretary with the updated version prior to the Annual General Meeting.
- Co-ordinate the induction training for the incoming committee, sub committees and volunteers.

Succession planning

A key responsibility of the club secretary is to ensure that at the end of their term a new secretary is able to be easily recruited. An effective succession planning strategy is to appoint at least one but often multiple assistant secretaries who will be delegated tasks and responsibilities of the secretary. The secretary will ensure that when delegating tasks to assistant secretaries that:

- Expectations are clearly defined
- The assistant secretaries have been adequately trained
- The secretary provides continual mentoring and support

Requirements

The Secretary is expected to:

- Act in the best interest of the members at all times
- Attend all Committee meetings
- Undertake the role in good faith and honesty
- Hold or willing to apply for a current volunteer's "working with children" check (if legally required)

If at any stage the Secretary becomes aware of a personal conflict of interest, real or perceived between themselves and the club, they should immediately notify the Club President of the conflict who will immediately inform all other committee members.

End of year hand over

Updating key documents

At the end of each year a key activity of the Secretary will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Secretary

An important responsibility of outgoing Secretary is to train, mentor and support incoming the incoming Secretary.

The estimated time commitment required as the Secretary is 8 hours per week during the season.

Race Coordinator

The key responsibilities of the Race Coordinator are to organise Riviera Triathlon Club triathlons and other competitive events each season, ensuring that appropriate permits/approvals are in place and that each event is planned and promoted to achieve the best outcomes in terms of the RTC club purposes (especially maximising participation).

The Race Coordinator is responsible for keeping the RTC committee informed regarding progress of event organisation, seeking committee approval for event dates and managing input from third party stakeholders (e.g. Orbst Snowy Rovers Football Netball Club for Marlo Triathlon). The Race Coordinator is responsible for putting together a team of committee members, club members and/or other volunteers to effectively run each event. This includes pre-race organisation as well as marshalling and volunteering on the day of the event.

To act effectively in this position, the Race Coordinator is required to have access to event documentation from previous seasons, as well as to the Triathlon Australia Online Sanctioning Portal.

Responsibilities

The Race Coordinator is responsible for the administrative tasks associated with RTC events:

Committee responsibilities

The Race Coordinator is responsible for obtaining RTC committee approval to conduct each event. This includes:

- Notifying the committee of proposed event dates prior to each season.
- Ensuring that the proposed event dates do not clash with other significant events on the triathlon calendar or non-triathlon events in the local area.
- Contacting third party stakeholders with proposed dates to confirm no clashes.
- Documenting a budget for each event, including expected costs of permits, traffic management, venue hire, water safety, equipment, food, etc. as well as likely participant numbers. Work with the committee (especially the Treasurer) to set the entry prices for the event.
- Proposing the race categories for each event (number, type and distance of races including team events) in line with the Triathlon Australia Race Competition Rules.

Legislative responsibilities

The Race Coordinator is responsible for obtaining the required approvals for each event. This includes:

- ❑ Documenting Event Management Plans and accompanying Course Maps for each event, to serve as supporting documentation for stakeholder approvals.
- ❑ Creating each event in the Triathlon Australia Online Sanctioning Portal, and managing the process through to successful event sanctioning by Triathlon Australia.
- ❑ Lodging local council (EGSC or WSC) event permit applications for each event, and managing the process through to receipt of an event permit from the local council. This includes additional local council permits for things such as selling of food, etc.
- ❑ Lodging Victoria Police event application forms where any part of the event takes place on public roads.
- ❑ Where road closures or impacts on traffic are required (e.g. Eagle Point Triathlon), documenting appropriate Traffic Management Plans and lodging relevant permit applications with local council and/or VicRoads / Regional Roads Victoria as required, and managing the process through to receipt of permit/s. The Race Coordinator is also responsible for arranging a qualified Traffic Management contractor to implement the approved Traffic Management Plan.
- ❑ Where the event involves open water swimming, contacting Life Saving Victoria or other qualified service provider for the provision of water safety for the event. This includes lodging appropriate permit applications and managing the process through to receipt of permits.
- ❑ Where the event involves use of waterways and/or crown land, contacting relevant stakeholders, applying for permits and managing the process through to receipt of permits. This may include (but is not limited to):
 - the Department of Environment, Land, Water & Planning (DELWP) for crown land and/or land within 200m of the high tide mark of a coastal water body,
 - Parks Victoria for nominated crown land reserves (e.g. Wattle Point),
 - Gippsland Ports for coastal water bodies (e.g. Gippsland Lakes),
 - East Gippsland Catchment Management Authority (EGCMA) for inland lakes & rivers (e.g. Mitchell River north of the Highway Bridge in Bairnsdale).

Third Party Stakeholders

The Race Coordinator is responsible for managing the interface between RTC and all third party stakeholders involved in an RTC event. In addition to the above Legislative Requirements, this may include:

- ❑ Local Councils for pool access (e.g. EGSC for BARC Mini Tri lane allocation).
- ❑ Organisations for provision of volunteers (e.g. Orbost Snowy Rovers Football Netball Club).
- ❑ Persons/residents/businesses that may be impacted by the event (e.g. Eagle Point Caravan Park, residents of roads that will be closed).
- ❑ Potential sponsors for the event, including negotiating sponsorship arrangements, seeking approval of the RTC committee and documenting the sponsorship arrangement.
- ❑ Traffic Management contractor/s.
- ❑ Service providers where required, including power, water, toilets, PA systems, etc.

Event Organisation

The Race Coordinator is responsible for managing the lead-up to each event, including:

- ❑ Chairing a subcommittee of RTC members and other volunteers to arrange the details of each event.
- ❑ Organising persons responsible for event requirements such as:

- Packing the RTC trailers with relevant equipment and transporting to the event location,
- Ensuring sufficient food & water is available at the event.
- Ensuring sufficient volunteers are allocated to each event for site preparation (sweeping roads, setting up transition/marquees/courses) registration, timing, marshalling, food prep, presentation, site clean-up and pack-up.
- Providing sufficient information to enable the event to be promoted to the best advantage. This includes an event manual for participants as well as defining race types/times/costs for publication.
- Managing the publicity for the event, including social media, RTC website, TA/TV calendars, local newspapers/radio/TV (where appropriate).
- Providing sufficient information to enable each volunteer to properly understand their role on the day of the event.
- Leading the team to set up the event site, briefing volunteers & marshals, reviewing the course and confirming when all is ready for the event to commence
- Nominating and informing a Race Director and Technical Official/s (if relevant) to manage the actual conduct of the event.

Succession planning

A key responsibility of the Race Coordinator is to ensure that at the end of their term a replacement is able to be easily recruited. This requires all key documentation relating to Riviera Triathlon Club events to be stored securely and made available to others as required, to assist in the planning of future events.

An effective succession planning strategy is to appoint at least one but often multiple assistants who will be delegated tasks and responsibilities. The Race Coordinator will ensure that when delegating tasks to assistants that:

- Expectations are clearly defined
- The assistants have been adequately trained
- The Race Coordinator provides continual mentoring and support

Requirements

The Race Coordinator is expected to:

- Act in the best interest of the members at all times.

- ❑ Maintain close contact with the Secretary so that communication and documentation regarding events is handled appropriately and stored for future reference.
- ❑ Undertake the role in good faith and honesty.
- ❑ Ensure that all required permits and approvals are obtained to enable events to proceed. Do not expose RTC to legal risk of operating an event without a required permit.
- ❑ Hold or willing to apply for a current volunteer's "working with children" check.

End of year hand over

Updating key documents

At the end of each year a key activity of the Race Coordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Race Coordinator

An important responsibility of outgoing Race Coordinator is to train, mentor and support the incoming Race Coordinator.

The estimated time commitment required as the Race Coordinator is 4 hours per week during the season.

Mini Tri Coordinator

The key responsibilities of the Mini Tri Coordinator are to manage the conduct of Riviera Triathlon Club Mini Triathlons (Bairnsdale or Sale), ensuring that the conditions of associated permits/approvals are adhered to and that each event is promoted and executed to achieve the best outcomes in terms of the RTC club purposes (especially maximising participation).

The Mini Tri Coordinator is responsible for putting together a team of committee members, club members and/or other volunteers to effectively run each Mini Tri event. This includes pre-race organisation as well as marshalling and volunteering on the day of the event.

To act effectively in this position, the Mini Tri Coordinator is required to have access to event documentation, permits/approvals and historical records from previous seasons, as well as results of each Mini Tri for the current season.

There are typically three (3) Mini Tri Coordinators each season – Bairnsdale (senior), Bairnsdale (kids) and Sale. The RTC Committee may appoint as many Mini Tri Coordinators as necessary before or during the season. Mini Tri Coordinators may also delegate tasks to others as necessary to ensure the event runs smoothly each week.

Responsibilities

The Mini Tri Coordinator is responsible for the tasks associated with each Mini Tri event:

- ❑ Liaising with the Race Coordinator to ensure all required permits/approvals are obtained for the relevant Mini Tri event (Bairnsdale or Sale).
- ❑ Liaising with the facility operators (BARC, Aqua Energy, etc.) to arrange access to the facility for each Mini Tri event.
- ❑ Organising a group of volunteers, delegating tasks and coordinating their completion on the day of each event to ensure the event runs smoothly. Tasks include:
 - Placing signs out on the course;
 - Checking the course for debris and removing where necessary;
 - Opening gates;
 - Construction transition area/s, bike mount/dismount area, finish line, etc.;
 - Registering participants including collecting entry fees where required;
 - Supporting new participants to understand the course layout, etc.;
 - Conducting the race briefing/s including co-ordinating the number of waves and distribution of participants in each wave;

- Race & wave starts;
- First point of contact for any issue or incident that occurs during the race;
- Timekeeping;
- Photography;
- Recording results;
- Removal of signs from the course at the completion of the event;
- Site pack-up, lock-up and exit;
- Posting results & photos online.

Legislative responsibilities

The Mini Tri Coordinator is responsible for implementing the requirements and conditions of all permits/approvals for the relevant event/s. This means that close communication with the RTC Race Coordinator is vital, so that the Mini Tri Coordinator has access to the permits and input to the application process.

Third Party Stakeholders

The Mini Tri Coordinator is responsible for managing the interface with third party stakeholders on the day of the event, including:

- Facility access (BARC, Aqua Energy, etc.);
- Managing response to any incidents (emergency response, first aid, etc.);
- Managing interface with the general public (e.g. motorists).

Event Organisation

The Mini Tri Coordinator is responsible for managing the lead-up to each event, including:

- Promoting via social media, flyers, etc.
- Notifying participants in the event of cancellation (e.g. for wet weather).

Succession planning

A key responsibility of the Mini Tri Coordinator is to ensure that at the end of their term a replacement is able to be easily recruited. This requires all key documentation relating to Mini Tri events to be stored securely and made available to others as required, to assist in the planning of future seasons.

An effective succession planning strategy is to appoint at least one but often multiple assistants who will be delegated tasks and responsibilities. The Mini Tri Coordinator will ensure that when delegating tasks to assistants that:

- Expectations are clearly defined
- The assistants have been adequately trained

- The Mini Tri Coordinator provides continual mentoring and support

Requirements

The Mini Tri Coordinator is expected to:

- Act in the best interest of the members at all times.
- Maintain close contact with the Race Coordinator so that communication and documentation regarding events is handled appropriately and stored for future reference.
- Undertake the role in good faith and honesty.
- Ensure that the requirements of all permits and approvals are adhered to. Do not expose RTC to legal risk of operating an event outside the conditions of a permit.
- Hold or willing to apply for a current volunteer's "working with children" check.

End of year hand over

Updating key documents

At the end of each year a key activity of the Mini Tri Coordinator will be to review and revise their position description to ensure it continues to reflect the requirements of the role. The updated Position Description must be included in the club information register prior to the Annual General Meeting each year.

Induction of the incoming Mini Tri Coordinator

An important responsibility of outgoing Mini Tri Coordinator is to train, mentor and support the incoming Mini Tri Coordinator.

The estimated time commitment required as the Mini Tri Coordinator is 4 hours per week during the season.

Uniform Coordinator

The RTC Uniform Coordinator is responsible for the procurement, stock management and sales of all clothing, apparel and merchandise sold by the club.

The primary function of the role is to maximise the availability of club related clothing, apparel and merchandise to RTC members and supporters. The position has key activities:

1. Defining clothing, apparel and merchandise to be sold by the club.
2. Sourcing the products to be sold by the club.
3. Managing the unsold stock (ensuring it does not become lost or obsolete).
4. Maximising the promotion and sales of the club apparel, merchandise and clothing.

Responsibilities

Prior to the season

- Review the apparel, clothing and merchandise sold by the club in previous years, ensuring its suitability for the upcoming year.
- Finalise range of apparel, clothing and merchandise for the upcoming season.
- Seek the approval of the RTC committee the proposed apparel, clothing and merchandise for the coming season.
- Work with the Treasurer to accurately set apparel, clothing and merchandise pricing and confirm purchasing arrangements (i.e. whether the club pays for the bulk order then invoices individuals).
- Create marketing information which can be provided to club members and supporters to assist in the selling of club uniform.
- Arrange for the RTC website to be updated to reflect current apparel, clothing and merchandise information. This includes details of how to order. Ideally set up an online shop on the RTC website which will sell apparel, clothing and merchandise.
- Arrange for social media posts to be created to promote and sell the club apparel, clothing and merchandise.
- Be the primary point of contact for all apparel, clothing and merchandise enquires.
- Assist with the collection of revenue relating to apparel, clothing and merchandise.

During the season

- Review progress of apparel, clothing and merchandise sales with the committee to ensure relevant minimum order quantities have been met and determine when orders are ready to be placed.
- Liaise with the Treasurer to ensure apparel, clothing and merchandise suppliers are paid on time.
- Liaise with the Treasurer to issue invoices to relevant club members and supporters for apparel, clothing and merchandise orders, and to ensure that these invoices are paid in full on delivery of the order.
- Review any credit sales to ensure all who have purchased apparel, clothing and merchandise on credit pay their outstanding amounts promptly.
- Ensure that all purchases throughout the year for apparel, clothing and merchandise have been paid for and outstanding funds collected.
- Be the initial point of contact for any issues or complaints from members concerning their apparel, clothing and merchandise.

- Liaise with apparel, clothing and merchandise suppliers as required.

Post season

- Complete a stock take at the end of season of any remaining apparel, clothing and merchandise.
- Provide a report to the committee of unsold apparel, clothing and merchandise
- Make recommendations to the committee for any changes to the range or quantity of apparel, clothing and merchandise for next year.

Essential Skills and requirements

- Understanding of the needs and tastes of the club members and supporters.
- Ability to organise and delegate tasks.
- Happy to talk to people and “sell” the apparel, clothing and merchandise.
- Communicate effectively and possess good interpersonal skills.
- Maintain confidentiality on relevant matters.

End of year hand over

Updating key documents

At the end of each year the Uniform Coordinator will review and revise their position description to ensure it continues to reflect the requirements of the role.

The Uniform Coordinator should also update or create a list of the different apparel, clothing and merchandise sold throughout the season with the name and contact details of each of the suppliers. This list should also include any terms and conditions which the club or the supplier needs to abide by.

The updated Position Descriptions and additional information must be provided to the Secretary prior to the Annual General Meeting each year.

Induction of the incoming Uniform Coordinator

An important responsibility of outgoing Uniform Coordinator is to train, mentor and support the incoming officer.

The estimated time commitment required as the Uniform Coordinator is 4 hours per week during the season.