

OxfordTri Committee and Wider Roles 2024

Executive Committee

Chairperson	
Responsibility	<p>To provide vision for the club and plan for implementation, Chair committee meetings, have visual club presence as required, some responsibilities for financial aspects (e.g. cheque signing, collecting money, paying in to bank, overview of bank balances/spend). Ensure that other committee (& non-committee) members are fulfilling roles. Assisting in organisation of major events (pre-Blenheim, Blenheim etc). Help support new projects including meeting and liaising with potential new venues, thanking venues and organisations. Dealing with member complaints, emergency actions. Assisting with designing club procedures. Communication, asset management. Responsibility for AGM etc</p>
Who would this suit?	<p>Someone who is passionate about helping Oxford Tri to continue to grow and who is excited about seeking new ways to improve members experiences of the club. It would also be helpful if you have some experience of leading a team for instance chairing meetings etc.</p>
Estimated Commitment	<p>Approximately 8-12 x 1-2 hour meetings per year, 2 hours a week of club admin.</p>

Lead Coach	
Responsibility	To be responsible for coordinating the supply, delivery and structure of club coaching and be involved in organising facilities
Who would this suit?	Someone passionate about coaching and helping others improve, including athletes and fellow coaches. We would also suggest that this individual has a BTF coaching qualifications at Level 2 or above, or other coaching qualifications or coaching experience.
Estimated Commitment	Approximately 8-12 x 1-2 hour meetings per year, additionally about 2-3 hours per week organising coaches, coaching and additional admin tasks.

Secretary	
Responsibility	To arrange club meetings (gather agenda items, circulate agenda), the club's AGM, take minutes at meetings and be responsible for administrative tasks, ensure minutes are typed up and circulated to committee in timely manner, and displayed on website as soon as possible.
Who would this suit?	Someone who is lays all their kit out neatly the night before that race or is a pro when it comes to packing the cases for a holiday. Being organised and able to communicate well would complement this role.
Estimated Commitment	Approximately 8-12 x 1-2 hour meetings per year, plus be responsible for the distribution of minutes after each meeting, time to respond to emails sent to info@oxford.co.uk , responsible for setting an agenda for upcoming meetings.

Treasurer	
Responsibility	To maintain accounts and allocate any funding that the club receives, including payment of expenses and bill payments. To deal with any other financial matters that arise. It is important to note that financial decisions are not just the responsibility of the Treasurer and are often discussed with the committee first.
Who would this suit?	If you have ever been put in charge of the night out kitty, enjoy managing your own money or have experience working in finance, then this role supporting the club would be perfect for your skill set. As Treasurer you should be an organised and honest person who is able to keep clear records in relation to the club's finances.
Estimated Commitment	Approximately 8-12 x 1-2 hour meetings per year, plus responsibility for producing annual accounts for the club, processing payments, relationship with the club's bank and assisting the Chair with forecasting.

Website Lead	
Responsibility	To maintain and develop the club website. This includes member and committee support, general editorial duties and server-side software development.
Who would this suit?	If you know that a cookie isn't just a type of food and have some knowledge around the background running's of websites with things such as; PHP, MySQL & Linux. An awareness of accessibility, privacy and security in relation to website would also be helpful but not necessary.
Estimated Commitment	Approximately 8-12 x 1-2 hour meetings per year. The website runs itself on a day to day basis but a couple of hours per month may be required for

	maintenance, developments and support depending on time of year and ambition.
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Other Club Roles

Membership Lead	
Responsibility	To maintain records of club membership, respond to membership enquiries and to support individuals who are considering joining Oxford Tri through the Trial Membership.
Who would this suit?	Someone who is passionate about helping prospective and new members getting involved in the club and triathlon.
Estimated Commitment	Attend Committee meetings when required/possible, plus time to maintain records, respond to membership enquiries.

Welfare Officer	
Responsibility	The main purpose of this role is to act as a contact for welfare purposes within a triathlon club environment and to help the club ensure that our Safeguarding policies are up to date and implemented. We are required to have this role as part of our affiliation with English Athletics and British Triathlon.
Who would this suit?	Someone who is driven to make sure that as a club we seek to support the welfare of all of our members. Those interested where possible should have a DBS certificate which the club can support in along with any relevant Safeguarding training
Estimated Commitment	Attend committee meetings when required. Administer/organise paperwork and record information received. Communicate with others.

Kit Lead	
Responsibility	To be responsible for club kit, ensuring that club members are able to race in club kit. Researching kit options, placing orders, stock control. Help with distribution of kit.
Who would this suit?	If it's Oxford Tri branded you've got it. We're after someone who loves a bit of club stash and is passionate about making sure that the rest of the world knows who our club family represents when their out training or racing.
Estimated Commitment	Organising and keeping a record of club kit. Coordinating meetings for members where they can try on and purchase kit. Communicate with kit suppliers etc.

Social Lead	
Responsibility	To organise the end of season dinner and informal social events throughout the year
Who would this suit?	If it involves dancing, alcohol or just getting together with others, your keen to be involved. You don't need to be the life and soul of the party just keen to get those dancing shoes out every once in a while
Estimated Commitment	Lead in the organisation of social events such as the BBQs at the lake and the end of season dinner. This may involve leading a small team of volunteers.

Social Media/Publicity Lead	
Responsibility	To raise awareness of the club's achievements, activities and events to help boost and maintain membership, and encourage participation at events.

Who would this suit?	Consider yourself a Social Media wiz or know the difference between a hashtag or a hashbrown then this is the role for you.
Estimated Commitment	Help publicise club events and activities via social media etc. Approximately 1hr a week.

Lake Lead	
Responsibility	To oversee club-based activities at the lake, which includes social swims/events, Swim Familiarisation Sessions. Maintain relationships with the local shareholders.
Who would this suit?	A love for all things open water
Estimated Commitment	Help develop and maintain lake based activities. Approximately 1hr a week.

Treasurer Assist	
Responsibility	To support the treasurer in carrying out their duties
Who would this suit?	Ideally suited to someone keen to support the role of treasurer and the club but who has limited capacity, or looking to develop into the lead role in the future.
Estimated Commitment	Supporting the Treasurer in their role. Ad hoc.

Assistant Coach	
Responsibility	To support the Lead Coach in carrying out their duties, maintaining relationships with venues used for OxfordTri sessions
Who would this suit?	Someone who is keen to develop their coaching and support the sessions which form the backbone of our club.

Estimated Commitment	Supporting the Lead Coach in their role. Ad hoc.
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Web Assist	
Responsibility	To support the Website Lead in carrying out their duties.
Who would this suit?	Ideally suited to someone keen to support the role of Web Lead and the club but who has limited capacity, or looking to develop into the lead role in the future.
Estimated Commitment	Supporting the Website Lead in their role. Ad hoc.