



Chairman

Summary: The Chairperson provides leadership and strategic direction for PTC and nurtures the team spirit within the club. Ensures the smooth running of the Adult and Junior sections. Liaises with the members, committee and the Regional committee and ensure that good quality communication is maintained at all times. The Chairperson must be organised, diplomatic and have good communication skills.

Reporting to: The Committee and PTC members.

Responsibilities:

Provide leadership and cultivate team spirit within the club.

Working with the secretary and committee, plan and arrange the AGM, EGM, committee meetings and ad hoc meetings as necessary to ensure the smooth running of PTC.

Chair the AGM, EGM and committee meetings, ensuring that all aspects are covered and decisions are made to provide the necessary direction and clarity. The meetings should be chaired in a fair and consistent manner and conflict dealt with diplomatically and fairly. The PTC Constitution/Handbook will provide the guidance for the way in which the club is run.

Ensure that Pembroke Triathlon Club adheres to the Welsh Triathlon Regional Guidance and recommendations to ensure the club is running legitimately and responsibly and protecting the Health and Safety of members and the public at all times.

Ensure that there is clear and documented processes in place.

Ensure that communication is maintained between all parties.

Ensure that all activities and training sessions are carried out with the safety of members, coaches, participants and public at the forefront.

Maintain communication and work with the Regional committee.

Adhere to GDPR compliance:

https://www.britishtriathlon.org/britain/documents/data-protection/gdpr_clubs.pdf