

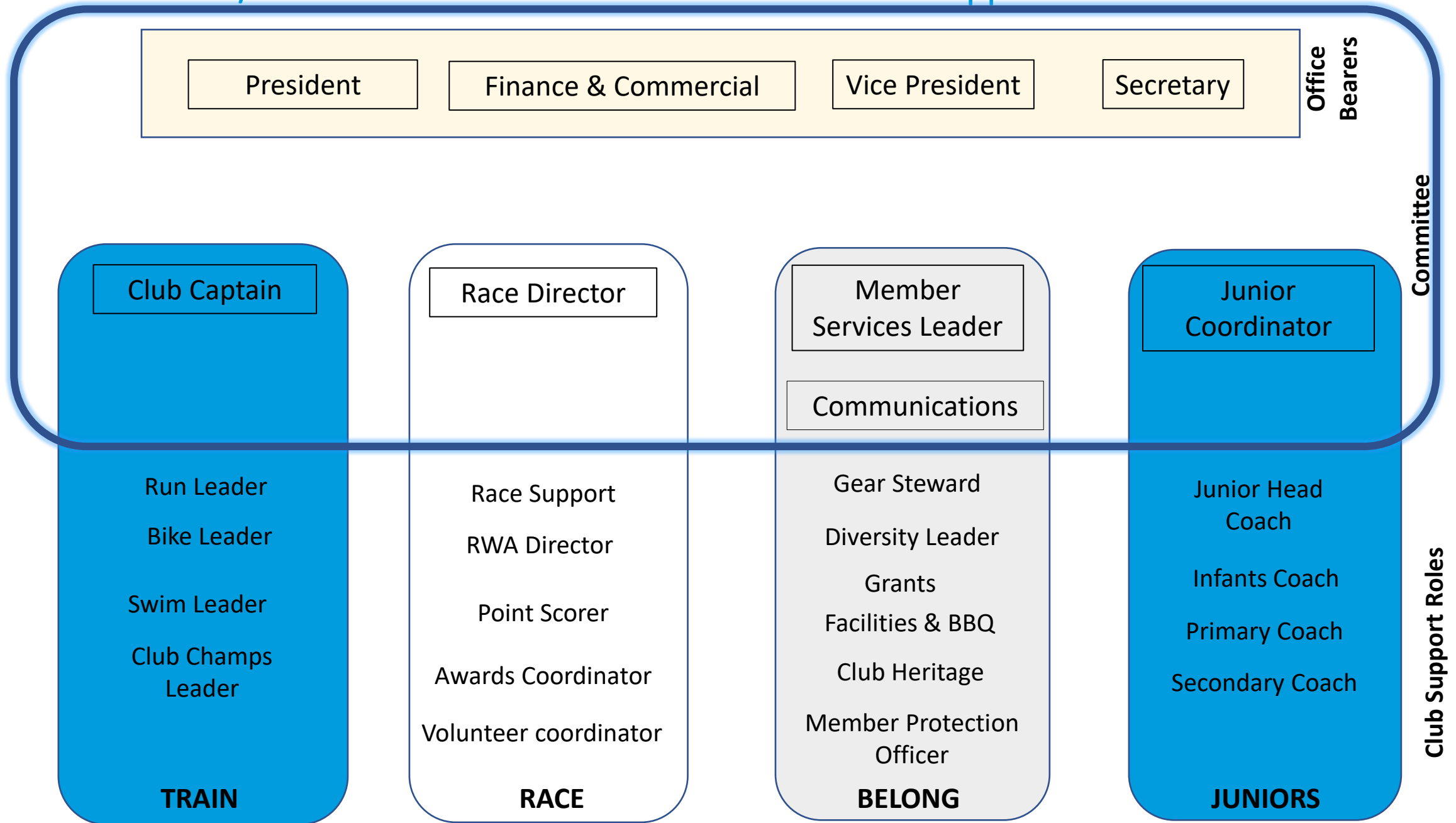
# CTC Leadership & Management Structure 2021/2022



# Committee Composition as per the Constitution

- The Committee is to consist of:
  - The office bearers (President, Vice President, Treasurer, Secretary)
  - At least three ordinary committee members
  - All of which to be elected at the AGM
  - If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated are taken to be elected. (*ie no vote required*)
- The total number of committee members is to be at least 7
- A committee member may hold up to 3 offices (other than the office of president)
- There is no maximum number of terms a committee member may hold office.

# 2021/22 Cronulla Triathlon Committee and Club Support Role Structure



# Position Descriptions – Office Bearers

- **President**

- Office Bearer of association
- Committee Member
- TA and TNSW Liaison
- Local authorities and community liaison
- Media Liaison
- Sponsor Liaison
- Welcoming new members
- Respond to train@ctc

- **Finance and Commercial**

- Office Bearer of association
- Committee Member
- Finances (bookkeeping)
- Grants liaison
- Sponsor invoicing
- Respond to treasurer@ctc

- **Vice President**

- Office Bearer of association
- Committee Member
- Meeting Chair
- Equipment Steward
- Event Coordinator

- **Secretary**

- Office Bearer of association
- Committee Member
- Meeting Minute keeper
- Agenda Coordination
- AGM Coordination
- Record Archive.

# Position Descriptions – Committee

## Junior Coordinator

- Committee Member
- Loan Bike / Tri Coordination
- Social Event organisation
- 1<sup>st</sup> point of contact for parents
- Responds to juniors@ctc email
- Parent Volunteer coordination

## Member Support

- Committee Member
- Registrar Role
- Liaise with TNSW membership portal
- WWC Coordinator
- Respond to new member enquiries
- Respond to belong@ctc email

## Race Director

- Committee Member
- Race Director for internal races
- Race Sanctioning
- Race Planning,
- Liaise with Point Scorer
- Track & Pool Bookings with SSC
- Respond to Race@ctc email

## Club Captain

- Committee Member
- Investigate training opportunities
- Liaise with run bike and swim leaders.
- Setup CTC team in external race registrations

## Communications

- Committee Member
- Social Media Posts (FB Instagram)
- Monthly Blurb
- Liaise with Sponsors for advertising.
- Webmaster

# Position Descriptions – Support Roles

## **Run Leader**

- Coordinate Wednesday night runs
- Run Briefing
- Greet new runners
- Coordinate Christmas Run

## **Bike Leader**

- Coordinate Club rides
- Coordinate Beginner Bike sessions
- Maintain the CTC Bike Pack Rules
- Coordinate the Robinson Ride

## **Swim Leader**

- Coordinate Swim sessions
- Arrange swim sets
- Coordinate Friday night social swims
- Administer CTC Swim group FB group

## **Club Champs Leader**

- Coordinate Club Champs Entries & Vols
- Coordinate CC Accommodation
- Liaise with Gear leader for CC Shirt
- Coordinate Club Champs party

## **Race Support**

- Race Day Support
- Liaise with coms for advertising
- Liaise with Vol Coordinator
- External Event Timing

## **Volunteer Coordinator**

- Committee Member
- Club Champs Volunteer Organization
- Club Event Volunteer Leader
- Liaise with RD's for requirements.

## **Point Scorer**

- Monitor member race entries
- Record member results in p/s races
- Record Member results in club races
- Liaise with trophies/awards

## **RWA Race Director**

- Overall charge for RWA event
- Liaise with TNSW and stakeholders
- Participant Registrations and info
- Liaise with committee for requirements

## **Awards Coordinator**

- Liaise with point scorer for results
- Arrange awards for Presentation Night
- Arrange awards for RWA
- Arrange awards for Jan Hood Cup
- Arrange KOM jerseys for Robertson Ride

# Position Descriptions – Support Roles

## **Gear Steward**

- Liaise with sponsors for logos
- Liaise with suppliers for designs and orders
- Maintain website shop
- Arrange collection / delivery for members
- Stock Control

## **Club Heritage**

- Archive of photos and memorabilia
- Record major awards winners
- Maintain Honour Boards
- Life Member Liaison

## **Facilities & BBQ Manager**

- Maintain Clubhouse facilities and stocks
- Open Clubhouse for Run nights
- Coordinate BBQ's

## **Member Protection Officer**

- Liaise with committee on issues
- 1<sup>st</sup> point of contact for :
  - Harassment complaints
  - Abuse
  - Inappropriate behaviour

## **Diversity Leader**

- Implement a diversity and inclusion strategy
- Support women specific events
- Support minority group membership
- Support athletes with a disability

## **Grants Coordinator**

- Liaise with Financial & Commercial
- Source available Grants
- Liaise with Committee on club needs
- Grant applications
- Close out any post Grant requirements

## **Junior Head Coach**

- Training / Race Program planning
- Junior Point score
- Coordinate Coaches
- Liaise with Junior Coordinator
- Coaching
- Junior support at club races

## **Junior Coaches**

- Coaching of juniors
- Monday night Bike training
- Wednesday transition training
- Junior support at races
- Parent contact.