

British Triathlon Website Role

NB No Regional Chair or Secretary or General Committee

Volunteer Job Title	Type of Volunteering	Main Purpose of Volunteering	Responsible to	Competencies / Experience required	Commitment required	Benefits to self	Benefits to community	Support received from:	Is this Volunteer Opportunity open to disabled persons?
Vice Chair	To act as Vice Chair on the Regional Committee.	To support the Chairman in the running of the Regional Committee and to Chair meetings if the Chairman cannot attend	Responsible to The Chair of the Regional Committee.	Be organised, diplomatic and have good communication skills	9 x 2 hour meetings per year.	Working closely with British Triathlon, you're Regional Chair and seeing improved organisation and development within your Region	Benefits of a well-organised, efficient Regional Committee.	The Regional Chair and the Regional Development Officer.	Yes
Treasurer	To act as the treasurer for the Regional Committee.	Maintain accounts; allocate funding provided by the BTA/events, including payment of expenses, development of Regional Officials and purchase of regional equipment.	The Chair of the Regional Committee.	Be an honest, well-organised person who is able to keep clear records and be prepared to make financial decisions on behalf of the committee.	9 x 2 hour meetings per year plus responsibility for producing quarterly and annual accounts.	Working closely with members of your committee and seeing improved financial organisation within your Region.	Benefits of a well-organised financed Regional Committee.	Regional Development Officer and BTA HQ.	Yes.
Chairman	To act as Chairman on your committee.	To ensure good quality communication channels between the region's clubs, its members and the regional committee. To also ensure the smooth running of the region and liaise with other committee members.	The members of the region	Be organised, diplomatic and have good communication skills. Also be confident in chairing meetings.	Approximately 8-12 x 1 hour meetings per year, plus supporting the committee if and when they hold any events.	Working closely with other committee members, occasionally your regional committee and seeing improved organisation and development within your Region.	Benefits of a well organised, efficient regional committee.	Your committee, your regional committee when necessary and your Regional Development Officer if appropriate.	Yes
Secretary	To act as secretary for the committee	Arrange committee meetings, the AGM, take minutes at meetings and be responsible for all administrative tasks.	The Chairman	Be methodical, organised and be able to delegate tasks and make decisions for the committee.	Approximately 8-12 x 1 hour meetings per year plus be responsible for the distribution of minutes after each meeting	Working on a Committee and seeing improved organisation and development for the region	A well-run, efficient Committee that is beneficial to the region's members, but also to the region.	The club's Chairman, and your Regional Development Officer where appropriate.	Yes
General Committee Member	To act as committee member without portfolio	To support the Chairman in the running of the club.	The Chair of the Regional Committee.	Be organised, diplomatic and have good communication skills	Approximately 8-12 x 1 hour meetings per year plus be responsible for the distribution of minutes after each meeting	Working alongside members of your Regional or Club Committee	A well run, organised committee that has the capability to support its members	The club's Chairman, and your Regional Development Officer where appropriate.	Yes
Webmaster	To act as webmaster for your Regional or Club committee.	To maintain the regional website.	The Chair of the Regional committee.	Have a basic knowledge of website design and maintenance. Format and publish material supplied by Triathlon England or other members of the committee.	Attendance at committee meetings if necessary, and approximately 8 hours per month spent on maintaining the website. This will fluctuate depending on the time of year.	Working alongside members of your Regional or Club Committee and improving communication between members through an up to date website.	Knowledge of what is happening within the region due to an up to date website.	The Regional Chair and the Regional Development Officer when appropriate.	Yes
Junior League Co-ordinator	Administration of the junior leagues	To provide a competitive league in which members of the region's clubs can compete across the best events within the region	The Chair of the Regional committee.	Competent IT skills, in particular Excel and Email. Knowledge of the BTF guide for children's triathlons.	Setup of the league including contacting clubs in January/February. Providing information to the webmaster in March and then monitoring the league, managing the results and updating the league during the season.	Awareness of the events in the region and capabilities of triathlete's respective performances	The opportunity for individual abilities and capabilities to be identified and recognised across the region	The Regional Chair and the Regional Development Officer when appropriate.	Yes
Adult League Co-ordinator	Administration of the adult leagues	To provide a competitive league in which members of the region's clubs can compete across the best events within the region	The Chair of the Regional committee.	Competent IT skills, in particular Excel and Email. Knowledge of the BTF guide for triathlons.	Setup of the league including contacting clubs in January/February. Providing information to the webmaster in March and then monitoring the league, managing the results and updating the league during the season.	Awareness of the events in the region and capabilities of triathlete's respective performances	The opportunity for individual abilities and capabilities to be identified and recognised across the region	The Regional Chair and the Regional Development Officer when appropriate.	Yes
Relays Race Director	Race Organisation	To allow the region to host an event that can be a focal point of the season for the region's clubs	The Chair of the Regional committee.	An established and experienced race director with organisational, IT and communication skills	From declaring the race in November continue race organisation throughout the season leading up to the day itself	Job satisfaction in providing a physical and obvious benefit of the regional committee to the region's membership	Providing an environment in which to advertise the clubs and the region to the general public	The Regional Chair and the Regional Development Officer when appropriate.	Yes