

Oxford Tri Committee Roles 2023/24

This document has been created to highlight the different roles in which members can serve on the committee.

If you have any questions about any of the roles or are interested in finding out more about what joining the committee would entail then please feel free to speak to a current committee member or contact the club at info@oxfordtri.co.uk

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Management Roles

Chairperson

Responsibility

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

Who would this Suit?

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.

Estimated Commitment

Approximately 8-12 x 1-2 hour meetings per year, 2 hours a week of club admin.

Current Chair



Craig

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Vice-Chair

Responsibility

To support the Chair in the running of the Club and to chair meetings if the Chair cannot attend.

Who would this Suit?

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.

This would also be the ideal role for someone who is considering the role of Chairperson but perhaps not just quite yet.

Estimated Commitment

Approximately 8-12 x 1-2 hour meetings per year, supporting the Chair in club activities as appropriate.

Current Vice-Chair



Zara

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Lead Coach

Responsibility

To be responsible for coordinating the supply, delivery and structure of club coaching and the ongoing support and development of club coaches

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.

Current Lead Coach



Nathan

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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.

Current Secretary



Zara

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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.

Current Treasurer



Eleanor

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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.

Current Website Lead



Lee

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General Committee Member

Responsibility

To assist in the running of the club. Specific responsibilities may include producing the club newsletter, club development, website assistance, helping at events, keeping records of club equipment.

Who would this Suit?

The person who always brings an extra, extra spare tube on a ride just in case they come across someone in need. In this role we ask that you are willing to get stuck in and help out where possible.

Estimated Commitment

Approximately 8-12 x 1 hour meetings per year, be part of the decision making process for direction of the club and taking on/assisting with projects as required. GCMs would be encouraged if not already to take on any unallocated roles within the additional committee roles.

Current General Committee Members



Grace



Lefteris



Jane



Stuart



Paul



Liam

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Additional Roles

Club Captain

Responsibility

To organise club team events throughout the year (e.g. national team relays, club champs series, club relay) and make members aware of races.

Who would this Suit?

No one bleeds Oxford Tri blue quite like you. You're there at the track sessions when it's sub zero and you love nothing less than training or competing again your fellow Oxford Tri family.

Estimated Commitment

Helping to organise the Club Champs Series and to collate the results. Encouraging and supporting club members to get involved in club sessions or targeted events etc.

Current Club Captain



Sarah

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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.

**Current
Membership Lead**



Zara

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Welfare Lead

Responsibility

The main purpose of this role is to act as a contact for child welfare purposes within a triathlon club environment. This is not required for Oxford Tri as the club does not operate junior, youth, TriStar or TriStart membership categories. However, the competencies and commitment required are also relevant for any adult member issues as and when required.

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.

Estimated Commitment

Attend committee meetings when required/possible. Administer/organise paperwork and record information received. Communicate with others.

Current Welfare Lead



Jane

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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.



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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.

Current Social Lead



Grace

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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.



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