

NSTC COMMITTEE POSITIONS (November 2015)

President

- Chair and set Agenda for any Committee meetings
- Represent Club at TriNSW, TA, etc level
- Maintain Club records, other than those for which Secretary responsible
- Organise AGM and produce agenda for it
- Report to membership on the Club's activities for the year, at AGM
- Co-ordinate/provide guidance to all other Committee members in the discharge of their duties

Secretary

- Attend any Committee meetings
- Take minutes at Committee meetings and AGM; & provide to subsequent meeting
- Maintain membership register
- Liaise with Treasurer re financial aspects of new & renewing memberships
- Complete annual Dept. of Fair Trading (and any similar) returns/forms
- TriNSW annual Affiliation renewal
- Annual insurance renewal
- Deal with miscellaneous correspondence
- *[OR Recruitment Officer]* Respond to membership enquiries

Treasurer

- Attend any Committee meetings
- Bank all Club monies received/make or reimburse payments
- Keep track of Club finances, overall – including monthly reconciliations (Liaise with MTS Co-ordinator re each MTS's financial outcome)
- Report on finances to each Committee meeting
- Prepare an annual financial report
- Follow-up of any outstanding debts
- Liaise with secretary re financial aspects of new & renewing memberships

Training Co-ordinator

- Attend any Committee meetings
- Notify club training rides on Social Media &/or website
- Work Closely with the MTS Coordinator to help facilitate additional group training opportunities
- Draw attention to other (non-NSTC) cycling events of possible interest to members.
- Offer periodic seminars (or other training sessions) on safe bunch riding, & general bike road safety.
- Look for incremental training opportunities and club escapes
- Assist where practical in booking / organising club get aways (Club Champs etc)

MTS Co-ordinator

Organise Club "Multisport Training" sessions:

- Work with Training Coordinator to produce event calendar for publication on Social Media &/or website
- Propose schedule of future MTS dates to Committee
- Book venue (currently Terrey Hills Pool)
- Give notification of MTS's via Social Media &/or website and via Mailchimp group email. Also, ensure "flyers" available for display at Pool;
- Organise time-keeper(s)
- Ensure kitty, stopwatch, timesheets (& anything else necessary) are brought to venue
- Advise Treasurer of \$ outcome (Entry fees taken, less pool hire & any other direct expenses)
- Be the "keeper of the kitty" (cash tin).
- If unable to complete any of the above tasks for a particular MTS, and in particular, if unable to attend personally, arrange for someone else to fill-in.

Gear Steward

- Attend any Committee meetings
- Hold stocks of club clothing, and other club property (or if held elsewhere, responsible for ensuring it can be accounted for, & delivered to races or other sites as required).
- Bring stock to MTS's and other Club events
- Maintain records of stock held and sales made
- In conjunction with the committee coordinate portal opening dates
- Communicate portal openings with Comms Coordinator
- Liaise with supplier regarding portal opening, dealines, design changes, lost / damaged / inferior goods.
- Distribute orders to club members, obtaining reimbursement for any postage costs.

Communications Officer (including Publicity)

- Attend any Committee meetings
- *Jointly with Recruitment Officer:* seek to gain exposure for NSTC in local media, and at events that might attract new members
- Suggest other promotional activities/suitable media to Committee
- Ensure as much information on Club activities posted on Social Media &/or website, either by drafting it him/herself, or by seeking member contributions
- Edit/Compile Club Newsletter - mainly by soliciting member direct input or copying material posted on Social Media.
- Be a "point of reference" for club members in proposing/promoting their own, small group training activities, to facilitate widest possible member participation; and maintain an up-to-date "calendar" of these sessions on Social Media &/or website.

Recruitment Officer

- Attend any Committee meetings
- *[OR Secretary]* deal with prospective member enquiries
- "Engage with" prospective & new members, to ensure they are feel welcome, and to maximise their participation.
- *Jointly with Communications Officer:* seek to gain exposure for NSTC in local media, and at events that might attract new members
- Ensure club activities are available at ALL levels of ability

Safety Officer

- Attend any Committee meetings
- Produce, maintain and modify a single club risk assessment which identifies and mitigates risks associated with regular club activities
- Remain familiar with the relevant insurances which impact NSTC Club Members including policies held by NSTC, Triathlon NSW and Triathlon Australia
- Review new and existing club activities and assess their requirements in terms of communications, possible sanctioning and insurance.
- Liaise with the Communications Officer to ensure that NSTC members are aware of actions, behaviours and rules associated with club training, whether regular or adhoc and TA Race Competition Rules

Ordinary Committee Member

- Attend any Committee meetings
- Undertake ad hoc projects as agreed with Committee; examples may include:
 - TriNSW Club Championships: promote member participation, co-ordinate accommodation and Club table at post-race functions, etc.
 - Co-ordinate Club member activities associated with other major events: eg, pre-race dinners, tables at Awards/Presentation dinners; Club Tavern Night etc
- Provide assistance to/back-up for other Committee members, especially in their absence