



THE UNIVERSITY OF
WESTERN AUSTRALIA
TRIATHLON CLUB

**UWA Committee Roles and Responsibilities
2009/2010 Season**

President (Miles Dracup)

- Represent the club
- Coordinate activities of the club and provide guidance
- Maintain club governance arrangements
- Chair regular committee meetings
- Maintain email listing of members and act as the email conduit to members
- Facilitate effective handovers as committee members change
- Generate current membership listings as required

Vice President (Tessa Garside)

- Perform duties required of the President when absent
- Initiate, foster and/or perform other activities as appropriate

Secretary (Laura Summerlin)

- Circulate meeting agendas
- Take and circulate meeting minutes
- Prepare correspondence as required
- Maintain file of club minutes and other correspondence

Treasurer (Nick Murray)

- Maintain club accounts, including reconciling payments and deposits
- Action financial transactions and appropriate financial governance
- Provide financial reports to committee meetings

Immediate Past President (Vacant)

- Ensure continuity of committee knowledge and effectiveness of handovers

Coach (Grant Landers)

- Maintain contact between club and the coaching program
- Canvass feedback on coaching initiatives/issues/directions
- Regularly report on progress and achievements

Committee member

- Contribute to committee decision making
- Contribute to/organise activities of the club
- Contribute to TWA as appropriate e.g. through technical services, board, sub-committees



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Specific functions

- Web manager – identify and solicit material for the web site and maintain its relevance and currency (Angela Spence)
- Uniforms – drive development of club uniforms and ordering arrangements (Angela Spence and Edwin Goh)
- TryStars and Juniors – coordinate interface between UniSwim and club wrt TryStars and Juniors coaching, integration of children and parents with club, raise awareness of club to TryStars and Juniors (Angela Spence).
- Sponsorship – drive development of sponsorship case and coordinate approaches to potential sponsors (Vacant) and fundraising approaches and applications
- Social – plan club social ‘events’ and coordinate responsibilities (Laura Summerlin and Russell Grieve)
- Promotion – identify strategies to retain members and attract new members, including maintaining notice boards, information on web site and other opportunities, generally raise awareness of club activities and raise its profile (Tessa Garside)
- Contact points – provide clearing house for electronic communications to the club, e.g. on club website (Coaches – Grant and Sarah; Miles, Laura)
- Sport Council – represent the club on Sports Council (James Lewin)
- TWA Board Representative and TWA contact point – represent the club at the TWA Board (Miles Dracup)
- Bookings coordinator – (Grant Landers)
- Club mail box - periodically empty the club mail box at the Physical Recreation Centre and distributing the contents accordingly. (James Lewin)