

Addendum B: Roles and Responsibilities

Board of Advisors

Each Advisor, with the exception of the members of the Executive Committee, is the chair of the committee of the same name. The Chairman of the committee has the responsibility of soliciting committee members as he sees fit in order to conduct the business of the committee.

The Executive Committee consists of the President, the Treasurer and the Secretary. It is the responsibility of the Executive Committee to review annually the Articles of Association, the By-laws and the Duties and Responsibilities document and make recommendations to the Board of Advisors as to any modifications which need to be made in order to keep these documents accurate and adequate for club function. These documents may be modified based on these recommendations. The changes must be approved by the majority of the current Board of Advisors.

President

- Chairman of the Board of Advisors and of the Executive Committee
- Conducts all BOA meetings
- Provide general leadership for the club
- Delegate responsibility to committee chair
- Responsible for long-term advancement and/or administrative maintenance for the club
- Write monthly article for inclusion in the club newsletter

Past-President – Non-Voting Position

- No Operational responsibility, advisory role only on Board of Advisors.
- Coordinates / assists club leadership in the election process.
- The primary responsibility of the past president is to insure continuity of leadership positions within the Executive Committee and the Board of Advisors. This responsibility begins immediately upon the ending of the term as President.
- It shall be the secondary role of the past president to assist the current president in managing the responsibilities of the office of President. The Past President shall only assist at the request of the President.
- If the Past President chooses to run for, and is elected to office during his term as Past President, then the duties of the Past President shall be performed concurrently with the duties of the new office.

Treasurer

- Maintain the financial books of the club
- Collect membership dues
- Disburse payment/reimbursement at the request of the BOD
- Prepare end of year book and tax return for the previous year
- Prepare and present report of financial position at monthly board meeting

Secretary

- Maintain minutes of BOD meetings
- Maintain official club files
- Provide official club information at the request of the Executive Committee or BOA
- Submit all official applications
- Maintain list of all current committee chairpersons

Training Advisor – Can be more than one, at the discretion of The Board.

- Establish training plans for athletes. Schedule and coordinate training activity/events (i.e. mock tri's)
- Recruit group leaders who will organize individual training sessions
- Develop a communication strategy for informing Club members of training opportunities
- Solicit feedback from club members regarding past, present and future training opportunities
- Ideal candidates for this committee will have triathlon experience and knowledge of local training venues
- Write monthly article for inclusion in the club newsletter
- Maintain club points for USAT ranking

Advisor for Beginner Athletes – A Training Advisor who develops activities and communications to help new triathletes develop in the sport of triathlon.

- Design club programs that encourage participation in the sport of triathlon
- Offer services that address the needs and concerns of new triathletes
- Develop appropriate communications geared to new triathletes (i.e. training plans, helpful hints, Q & As)
- Execute specific newbie programs and training events
- Ideal candidates for this committee will have broad knowledge and experience in triathlon, good understanding of the Club and a desire to promote the sport

Communications Advisor - Develops and maintains the Club web site along with other electronic initiatives that may arise in the future. Produces and distributes the Club's newsletter along with other ad-hoc club publication needs. Broad responsibility for keeping members informed of Club happenings, which entails working with other committees to stay abreast of communication needs.

- Maintain Club web site
- Continually review the current web site for content, look and design
- Develop additional content and web offerings
- Consider new and innovative ways to expand the Club's web presence
- Monitor the Club Forum
- Consider appropriate means of communicating to Club members via electronic technology
- Publish monthly editions (March through October) of the Club newsletter each year
- Ensure that both Club members and non-members have access to the newsletter
- Develop additional publication and print materials as appropriate (i.e. brochures, flyers, applications)
- Solicit feedback from Club members regarding past, present and future newsletter/communications needs and opportunities
- Ideal candidates for this committee will have web, internet and/or electronic communications and technology experience
- Ideal candidates for this committee will have broad knowledge about Club, excellent writing/editing abilities, computer skills and the ability to work within a budget

Social Advisor – Responsible for getting members together on a regular basis to discuss club activity, hear guest speakers, receive information, or socialize.

- Plan and coordinate the monthly socials, picnics and other social events
- Develop additional ad-hoc gatherings for Club members as the committee sees appropriate
- Solicit feedback from Club members regarding past, present and future social opportunities
- Work within the established budget for social/event programs
- Ideal candidates for this committee will have broad knowledge about the Club, good organizational and planning skills, and be able to work within a budget

Membership Advisor – Develops and expands the paid membership and effectively communicates membership benefits. Plan and execute annual membership/renewal drives.

- Maintain official club membership roster
- Respond to questions from current and potential Club members
- Issue membership cards and other correspondence
- Solicit feedback from Club members regarding past, present and future membership needs and opportunities
- Promote membership through marketing and promotional efforts at beginning of season and at events
- Ideal candidates for this committee will have broad knowledge about the Club, good organizational and planning skills, and spreadsheet/database skills

Apparel Advisor

- Manage all aspects of ordering, purchasing, collecting for and distributing club apparel or merchandise

Sponsorship Advisor - Develops wide-ranging partnerships with companies, groups and other organizations that bring value added benefits to Club members.

- Seek out opportunities for Club to partner with primary sponsors and affiliates that bring a wide variety of benefits to club members
- Manage sponsor/affiliate relationships
- Communicate benefits to Club members
- Solicit feedback from the Club members regarding past, present and future sponsorship needs and opportunities
- Ideal candidates for this committee will have broad knowledge about the Club, some sales or marketing experience, good communication skills and general business knowledge

Events and Volunteer Advisor – Establish presence for the club at racing events. These events to include but not limited to triathlon, running, and duathlon events where club participation and visibility is a significant benefit to the club.

- Pick events for participation
- Organize BAM volunteers for events
- Coordinate and register, if necessary, with the appropriate race directors
- Solicit assistance as needed to set up tent, banner, table and marketing information
- Store and maintain club equipment between events

Race Team Manager – Serve as race team manager and liaison between racers, club and sponsors.

- Recruit race team members
- Seek sponsorships for the racing team
- Establish racing agreements with team members
- Coordinate ordering of racing apparel with membership advisor
- Maintain racers resume and photos for website
- Coordinate/assist racers in receiving discounts/refunds