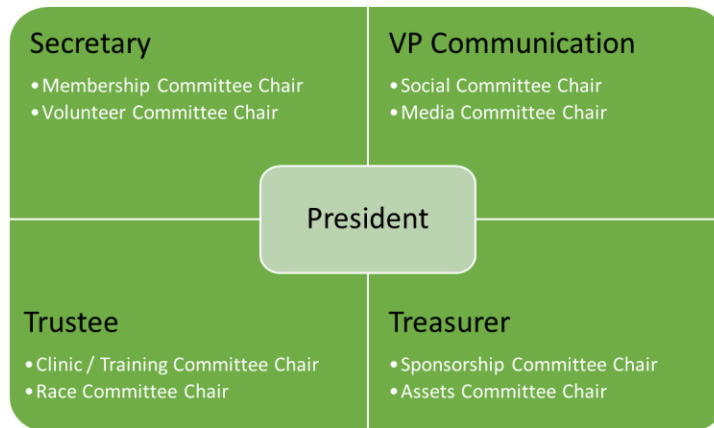


Triangle Triathlon Club Executive Committee

Member Description and List of Duties



Board of Directors (voting members)

1. **President**

- Coordinate and preside over Club meetings, Board meetings, appoint needed committees and/or chair committees as directed by the Board.
- Guide the Board Members in devising and implementing goals, policies, and practices aimed at effective, coordinated pursuit of Club objectives for the best interests of the Club.
- Communicate with Board on requests from outside sources and make decisions based on feedback received from the Board.
- Act as spokesperson for the Club in public and make presentations as necessary.
- Issue call for special meetings when necessary.
- Interface with USAT, WTC or other sport sanctioning bodies.
- Sign all legal documents on behalf of the Club with Board approval.
- Maintain the order of all meetings in a fair and impartial manner.
- Vote only if needed to break a tie at a Board meeting.

2. **Secretary**

- Remind Board of meetings.
- Reserve space for board meetings.
- Solicit agenda items and prepare meeting agendas.
- Prepare and distribute meeting minutes to the Board and post minutes on the Club website.
- Maintain current contact information for all Board Members.
- Coordinates the Chairs of the Membership and Volunteer Committees.

3. **Treasurer**

- Provide general financial oversight.
- Provide financial planning and budgeting.
- Maintain accurate financial records.
- Prepare and distribute monthly financial reports.

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- Deposit Club funds.
- Disburse funds and pay bills.
- File appropriate forms with the IRS and State of North Carolina.
- Coordinates the Chairs of the Sponsorship and Assets Committees.

4. **Trustee**

- Provide advice and counsel to the President and Executive Committee.
- Maintains the archives of the Club.
- Coordinates the Chairs of the Clinic / Training and Race Committees.

5. **Vice President Communication**

- Establishes and implements a board approved Annual Club Communications plan.
- Reviews and proposes Club communication guidelines.
- Enforces Club communication guidelines.
- Coordinates the Chairs of the Social and Media Committees.

Committee Chairs (non-voting)

6. **Membership Committee Chair**

- Manage membership.
- Process and review registrations, renewals, and deactivations.
- Order and distribute Club membership items, usually t-shirts.
- Verify paid status for special events and other member benefits.
- Prepares a monthly summary of committee activities.

7. **Media Committee Chair**

- Produce and distribute via email the monthly newsletter, usually during first week of the month.
- Contact sponsors and other contributors for newsletter content.
- Post Club news and updates to Club website and Club media sites (Facebook group, Instagram, Twitter, etc.).
- Prepares a monthly summary of committee activities.

8. **Social Committee Chair**

- Organize and plan monthly socials at least one month in advance of proposed date.
- Coordinate speakers for monthly topics as agreed to by Board members.
- Organize annual kick-off event.
- Organize end of season event.
- Prepares a monthly summary of committee activities.

9. **Clinic / Training Committee Chair**

- Organize and administer the Beginner Training Program.
- Act as the Liaison to the Affiliated Coaches.
- Identify and define group training opportunities.
- Keep training calendar up to date.
- Promote training opportunities offered by sponsors and affiliated coaches.

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- Coordinate and promote training opportunities between Club members via website and social media.
- Prepares a monthly summary of committee activities.

10. Sponsorship Committee Chair

- Recruit sponsors.
- Collect money from sponsors.
- Coordinate with sponsors throughout the year to get them involved in Club events.
- Prepares a monthly summary of committee activities.

11. Race Committee Chair

- Set race calendar. Identify club focused races.
- Call for discounts to Club races.
- Promote Club races.
- Plan dinners and post-race activities for Club races.
- Coordinate block hotel rooms for out of town Club races.
- Prepares a monthly summary of committee activities.

12. Volunteer Committee Chair

- Recruit club members to provide race support at all local races. Including tent set-up, post-race snacks.
- Work with local race directors and philanthropic organizations to provide volunteer opportunities to Club members.
- Coordinate with organizations and race directors to place volunteers in the necessary positions.
- Prepares a monthly summary of committee activities.

13. Assets Committee Chair

- Coordinate Club kit/custom logo item orders.
- Identify and proposes purchase of Club assets.
- Manages the storage, disbursement and return of all Club owned supplies and assets– tents, tables, coolers, etc.
- Prepares a monthly summary of committee activities.