British Triathlon East Midlands Region

**Committee Role Description**

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| **Volunteer Job Title** | Regional Secretary |
| **Type of Volunteering** | To act as secretary for East Midlands Region |
| **Main Purpose of Volunteering** | Arrange committee meetings, the region’s AGM, take minutes at meetings and be responsible for administrative tasks.  **DUTIES OF A CLUB SECRETARY:**   * To act as a main point of contact for the region, maintain records and information in relation to queries, all administration and communications * To maintain up to date contact details of all Regional Clubs and key contacts, committee members and other key regional personnel * To process and deliver appropriate correspondence and information to and from and Triathlon England and disseminate the information as appropriate to all Clubs in the Region * To organise committee meetings and AGMs alongside Chair, preparing agendas, taking minutes, and distributing and communicating these as appropriate * To liaise with other regional committee members to ensure all appropriate administration is in place * To represent the region at meetings * To have a knowledge and understanding of roles and responsibilities of other club committee members |
| **Responsible to** | The region’s Chairperson |
| **Competencies / Experience required** | Be methodical, organised and be able to delegate tasks and make decisions for the committee. |
| Commitment required | Approximately 10-12 x 2 hour meetings per year, plus be responsible for the distribution of minutes after each meeting. |
| **Benefits to self** | Working on a Regional Committee and seeing improved organisation and development within the Region and its associated Clubs & members. |
| **Benefits to community** | A well-run, efficient Regional Committee that is beneficial to the region’s clubs & members, but also to British Triathlon |
| **Support received from** | The club’s chairperson, and the Regional Development team/British Triathlon where appropriate. |
| **Is this Volunteer Opportunity open to disabled persons?** | Yes. |

SIGNED……………………………………………. DATE…………………………………….