

TXR Committee Structure 2020-2021

Committee Roles:

<i>President</i>	<i>Vice President</i>	<i>Secretary</i>	<i>Treasurer</i>
<ul style="list-style-type: none"> To oversee, set agenda and structure over the entire club and support everyone else in their roles To liaise with Athletics Victoria and stakeholders To seek feedback from members and committee for the betterment of TXR Responsible for overall compliance of legislation and insurance To organise annual Coaches & Committee Dinner <p>Votes: 1</p>	<ul style="list-style-type: none"> To act as President as required To assist the three General Committee members in their roles <p>Votes: 1</p>	<ul style="list-style-type: none"> To address incoming emails and respond at minimum once per week To approve pending members through AV Portal To collate meeting agenda items To take minutes and distribute copies of minutes from meetings <p>Votes: 1</p>	<ul style="list-style-type: none"> Accurately keep financial records To provide a Profit & Loss Statement at each meeting or upon request To fulfill reimbursements and outgoing expenses as required Set budgets annually <p>Votes: 1</p>
<i>General - Coaching Development</i>	<i>General - Merchandise & Media</i>	<i>General - Social Events</i>	<i>Additional Notes</i>
<ul style="list-style-type: none"> Liaison between coaches and committee To organise the weekly coaching roster To ensure venues are booked and liaise with Treasurer for payment To manage Coaching & Leadership Development Program <p>Votes: 1</p>	<ul style="list-style-type: none"> Coordinate the merchandise shop and liaise with suppliers To schedule social media posts (weekly training posts and Sunday shout outs) Assist with marketing collateral <p>Votes: 1</p>	<ul style="list-style-type: none"> Organise social events of varying nature across the year at locations suitable for a geographically diverse club To liaise with Treasurer for payments and reimbursements as required <p>Votes: 1</p>	<ul style="list-style-type: none"> Maximum term for committee members is 5 years continuous Maximum term for President is 3 years continuous Meetings to be quarterly alternating between online and in-person AGM to take place in July-August each year No shared roles

TXR Committee Structure 2020-2021

Non Committee Roles:

- All of the following roles are connected to the committee via the General Committee - Coaching Development
- Positions are appointed by the committee

<i>Venue Managers</i>	<i>Mentor Coaches</i>	<i>Coaches</i>	<i>Run Leaders</i>
<ul style="list-style-type: none"> • To organise the completion of attendance at sessions, or to delegate when absent • To restock first aid for venues as required and liaise with Treasurer for payment • Assist with lights and gates, or delegate when absent 	<ul style="list-style-type: none"> • Experienced coaches to support coach development and run leaders in their coaching journey • On a rotation to plan the monthly training plan 	<ul style="list-style-type: none"> • To lead sessions and motivate and encourage members • To support run leaders from time to time • When venue manager is absent to take attendance, turn lights on/off and open/close gates, or delegate to a run leader 	<ul style="list-style-type: none"> • To lead parts of sessions under direction or supervision of mentor coach or coach • To lead non-track sessions and motivate and encourage members
<i>First Aiders</i>			<i>Additional Notes</i>
<ul style="list-style-type: none"> • To assist in first aid delivery as required • May be a coach, run leader, venue manager or general member • To liaise with the venue manager to restock first aid. 			<ul style="list-style-type: none"> • The TXR Coaches group to be renamed as the TXR Leadership Team • All non-committee members will be added to this group