



## FIT Committee and Volunteer positions - Summary – August 2015

From humble beginnings over twenty years ago, FIT remains an organisation that is committed to fostering women's health and wellbeing through physical activity. Each year, dozens of FIT events and activities are successfully planned and managed for our 400 members and the wider Canberra community.

With no salaried staff, FIT relies on the 80+ volunteers that tirelessly work behind the scenes to ensure the ongoing viability and success of FIT. From large events requiring months of planning and management to small activities such as promoting the location of the morning coffee cafe, FIT is only as successful as its workforce - its volunteers.

FIT is an outcomes-focussed club, and the hours identified below for each position are an indication only. These are likely to vary considerably over the course of the year dependent on issues arising.

### *Without volunteers - there is no FIT.*

This document summarises the core FIT Volunteer positions. This list is not exhaustive: there are many other volunteers not listed here that help keep FIT running (and cycling and swimming!).

The list is divided into 3 sections:

1. **FIT Committee positions:** These 11 positions are required under the Constitution (see FIT Rules: <http://www.fitact.org.au/publications/policies/rules-adopted-at-2010-agm> ). The FIT Committee controls and manages the affairs of FIT and has significant legal obligations and responsibilities in order to comply with the *Associations Incorporation Act 1991*. The Committee positions are filled via nomination and election at the FIT Annual General Meeting.

In response to a clear need for ongoing and focused attention on essential functions such as membership management, the FIT Committee is trialling a new structure for 2015 that includes 4 of the 6 Ordinary Committee Members being assigned to specific roles. There is no change to the number of members on the Committee.

Note: to facilitate succession planning and the maintenance of manageable, equitable workloads, EACH committee member is encouraged to identify an 'understudy' who can learn and assist with their role. Understudies are not elected members of the Committee but are welcome to attend Committee meetings on an as-needs basis.

2. **FIT Ongoing Volunteers:** These volunteers undertake key activities that support the FIT committee and ensure the planning and delivery of communication, membership management and of course, FIT training activities across the year.
3. **Other FIT Volunteers:** These volunteers assist with or manage discrete events and activities such as program and event management.

Serial	Position	Current Office bearer/ Volunteer
<b>Section 1 – FIT Committee positions</b>		
1	President	Josephine Hall
2	Vice President	Sue Lyons
3	Treasurer	Prue Watters
4	Secretary (and Public Officer)	Bec O'Neill
5	Coaching Coordinator	Simone Annis
6	TACT Representative	Polly Templeton
7	Policy & Insurance Coordinator	Lynne Singe
8	Communications and sponsorship Coordinator	Kerren Crosthwaite
9	Membership Coordinator	Bronwyn de Walde
10	Ordinary Committee Members	Katherine Colebatch, Tash Royal, Emma Wensing
<b>Section 2 - FIT Ongoing Volunteers</b>		
<i>Coaching Coordinator: provide leadership and support to FIT coaches and volunteers:</i>		
11	Discipline Coaching Leader	
12	Coaches – all	
<i>Communications Coordinator: provide leadership and support to FIT communication volunteers:</i>		
13	FIT Facebook Officer	
14	Newsflash Editor	
15	Social Officer	
16	Web Mistress	

<i>Other Ongoing Volunteers</i>		
17	Outfit Officer	
18	Volunteer Coordinator	
19	FITability representative	
<b>Section 3 - Other FIT Volunteers</b>		
20	WTPP Coordinator	
21	WAG Tri Coordinator	
22	Saturday Run Coordinator	
23	Megaswim Coordinator	
24	Discipline Camp Coordinators	
25	Rookie swim coordinator	
26	Rookie running coordinator	
27	Tour de Femme training program coordinator	
<b>Section 1 – FIT Committee positions</b>		
<b>#1</b>	<b>President: The president provides overall leadership for FIT.</b>	
Duties	<input type="checkbox"/> preside over Committee and general meetings <input type="checkbox"/> in conjunction with the Secretary, prepare and distribute the agenda for Committee and general meetings <input type="checkbox"/> respond to and progress various issues raised at committee meetings & club members, by TACT & other bodies as well as numerous ad hoc 'arising' tasks <input type="checkbox"/> represent FIT and liaise with TACT, other triathlon clubs and sporting committees, and ACT Territory organisations to promote and support FIT and its partnerships <input type="checkbox"/> assist with website and event management (eg: WAG-tri & WTPP) and provide general advice, planning & monitoring	

Notes	Commitment is about 6-8 hours per week sometimes more, depending on the FIT agenda and issues arising. In addition, the President chairs and is expected to attend the majority of committee meetings held every 6 weeks.
<b>#2</b>	<b>Vice-President: The Vice-President provides support and assistance for the President and fulfils the responsibilities of the President in her absence.</b>
Duties	<input type="checkbox"/> fulfil the responsibilities of the President in her absence <input type="checkbox"/> see 'Duties' for President
Notes	Commitment is about 4-6 hours per week. In addition, the Vice-President is to preside over FIT Committee meetings in the President's absence and is expected to attend the majority of committee meetings held every 6 weeks.
<b>#3</b>	<b>Treasurer: The Treasurer is responsible to deliver sound management of FIT finances.</b>
Duties	<input type="checkbox"/> collect and receive all moneys owing to FIT and make all payments authorised by FIT <input type="checkbox"/> keep correct accounts and books showing the financial affairs of FIT with full details of all receipts and expenditure connected with the activities of FIT, providing regular reports to the Committee <input type="checkbox"/> assist with accounts for special events such as WAG Tri <input type="checkbox"/> arrange for the accounts and books of FIT to be audited prior to the annual general meeting <input type="checkbox"/> operate, with another Committee member, all bank accounts of FIT <input type="checkbox"/> liaise regularly with the membership officer to ensure that membership numbers accord with receipts
Notes	Commitment is about 4-6 hours per week. The Treasurer provides a financial report for each committee meeting and if she cannot attend the meeting in person, would ideally be available for questions about the report via phone during Committee meetings.
<b>#4</b>	<b>Secretary: The Secretary provides primary administrative and secretariat support for the Fit Committee.</b>
Duties	<input type="checkbox"/> keep minutes of all proceedings at Committee meetings and general meetings <input type="checkbox"/> co-ordinate preparation for and calling of the Annual General Meeting <input type="checkbox"/> keep minutes of all elections and appointments of office-bearers and ordinary Committee members <input type="checkbox"/> keep records of the names of members of the Committee present at a Committee meeting or a general meeting <input type="checkbox"/> manage Actions List from FIT Committee Meetings <input type="checkbox"/> respond to queries received via the <a href="mailto:enquiries@fitact.org.au">enquiries@fitact.org.au</a> email address
Notes	Commitment is about 4-6 hours per week.

	The Secretary is expected to attend the majority of Committee meetings and to identify a replacement in the event she is not available to fulfil her duties at a meeting.
<b>#5</b>	<b>Coaching Coordinator: The Coaching Coordinator provides leadership and support to FIT coaches</b>
Duties	<input type="checkbox"/> provide leadership and support to FIT coaches <input type="checkbox"/> preside over FIT Coaches meetings <input type="checkbox"/> plan, monitor and evaluate FIT coached programs <input type="checkbox"/> liaise with discipline coaches to set program and policies and procedures <input type="checkbox"/> identify coaching needs and requirements – at club and individual level – and represent coaches at the FIT Committee.
Notes	Commitment is about 4-6 hours per week. This position is expected to attend the majority of Committee meetings and if she cannot attend meetings in person, would ideally be available during the relevant agenda item via phone during Committee meetings.
<b># 6</b>	<b>TACT Representative: The TACT representative is liaison point between FIT and the TACT office on issues/matters as they arise</b>
Duties	<input type="checkbox"/> Represent FIT and its interests as a member of the Triathlon ACT (TACT) Board <input type="checkbox"/> Attending monthly TACT Board meetings and ad hoc meetings as required <input type="checkbox"/> Report to the FIT Committee items that impact or are of interest to FIT originating from TACT and actively manage any matters arising as a result <input type="checkbox"/> As a TACT Board member, actively involved in setting the strategic direction of the sport of triathlon in the ACT as well as active participation in a range of operational issues.
Notes	Commitment is about 4-6 hours per week. This position is expected to attend the majority of Committee meetings and if she cannot attend meetings in person, would ideally be available during the relevant agenda item via phone during Committee meetings. <i>As with the FIT Committee, this roles brings with it significant legal obligations and responsibilities in order to comply with the Associations Incorporations Act 1991. This role is filled via nomination and election at the TACT AGM each year.</i>
<b># 7</b>	<b>Policy and Insurance Coordinator: The Policy Officer is responsible to ensure the accuracy, currency and availability of all FIT policies and to ensure the suitability and currency of insurance for FIT and FIT activities.</b>

Duties	<input type="checkbox"/> manage and coordinate the review of all FIT policies on an annual cycle, drawing on subject matter expertise and assistance as required <input type="checkbox"/> oversight insurance cover for FIT, the committee and members <input type="checkbox"/> provide revised policies and procedures to the Web Mistress for publishing <input type="checkbox"/> investigate and advise on all matters relating to insurance for the Club, Committee, Events and individuals
Notes	<p>Commitment is about 2-3 hours per week.</p> <p>This position is expected to attend the majority of Committee meetings and if she cannot attend meetings in person, would ideally be available during the relevant agenda item via phone during Committee meetings.</p>
<b># 8</b>	<b>Communications and sponsorship Coordinator: The Communications provides provide leadership and support to FIT communications volunteers.</b>
Duties	<input type="checkbox"/> plan, monitor and coordinate FIT communications activities <input type="checkbox"/> manage FIT incoming and outgoing correspondence <input type="checkbox"/> oversight and coordinate all other FIT communication roles including: Social Coordinator, Web mistress, Newsletter, NewsFlash and Facebook Coordinators to ensure consistent messages, look and feel to the FIT communications approach. <input type="checkbox"/> provide communications advice and support for FIT events including the WAG tri. <input type="checkbox"/> solicit event-specific sponsorships and manage general FIT partnerships <input type="checkbox"/> respond to enquiries and request to offer sponsorship and support to FIT <input type="checkbox"/> annual engagement with current sponsors to ensure their continued support
Notes	<p>Commitment is about 2-3 hours per week.</p> <p>This position is expected to attend the majority of Committee meetings and if she cannot attend meetings in person, would ideally be available during the relevant agenda item via phone during Committee meetings.</p>
<b># 9</b>	<b>Membership Officer: The Membership Officer is responsible for management and coordination of FIT membership using the Triathlon Australia ActiveNetwork database</b>
Duties	<input type="checkbox"/> monitor and interrogate the ActiveNetwork membership data base <input type="checkbox"/> coordinate communication with lapsed members <input type="checkbox"/> provide a Membership Report to every Committee Meeting <input type="checkbox"/> forward names of new members to Communications Coordinator, FIT Newsflash and Newsletter editors <input type="checkbox"/> liaise with TACT about membership and database issues <input type="checkbox"/> register events on the ActiveNetwork database <input type="checkbox"/> liaise regularly with the Treasurer to ensure that membership numbers accord with receipts

Notes	Commitment is about 2-3 hours per week. This position is expected to attend the majority of Committee meetings and if she cannot attend meetings in person, would ideally be available during the relevant agenda item via phone during Committee meetings.
# 10	<b>Ordinary Committee Member (x 2): Ordinary Committee members provide additional support and input for the Committee.</b>
Duties	<input type="checkbox"/> Attend and contribute at FIT committee meetings, taking on additional duties as required.
Notes	Commitment is about 1-2 hours per week. Ordinary Committee Members are expected to attend the majority of Committee meetings. Ordinary Committee Members may hold any other (non-Committee) volunteer position.

## Section 2 - FIT Ongoing Volunteers

*Coaching Coordinator provides leadership and support to FIT coaches and volunteers:*

#11	<b>Discipline Coaching Leader: The Running/ Swimming/ Cycling/ Water Running Coaching Coordinator manages the program/s for their discipline.</b>
Duties	<input type="checkbox"/> set the program across all training activities and set coach roster, including for Rookie and event-specific training programs (eg: Toure De Femme training program) <input type="checkbox"/> record detail of accredited coaches <input type="checkbox"/> sign off Volunteer Coach Log Annually <input type="checkbox"/> maintain details of the their Program in the FIT Newsflash and FIT website <input type="checkbox"/> provide input to policies and procedures in relation to discipline activities <input type="checkbox"/> liaise with Coaching Coordinator about discipline coaching needs and requirements <input type="checkbox"/> Coordinate coaching courses and undertake accreditation supervision for new coaches (where applicable) <input type="checkbox"/> Liaise with venue operators as required (eg. Lane bookings/venue hire (or delegate to one of the coaches)) <input type="checkbox"/> Answer ad hoc enquiries from new or potential participants about discipline program <input type="checkbox"/> Assist with finding fill-in coaches at late notice if a coach cannot attend
Notes	Commitment is about 4-6 hours per week. This volunteer may also be an Ordinary Committee Member.

<b>#12</b>	<b>Coaches: Our most important volunteers! Responsible for the safe planning and management of FIT activities</b>
Duties	<input type="checkbox"/> plan and risk-manage safe, considered training activities <input type="checkbox"/> enthusiastically lead training sessions, rain, hail or shine... 😊
Notes	Commitment is about 4-6 hours week. These volunteers may also be an Ordinary Committee Member.
<i>Communications Coordinator provides leadership and support to FIT communication volunteers:</i>	
<b>#13</b>	<b>FIT Facebook Officer: The FIT Facebook Coordinator is responsible to maintain the FIT Facebook page.</b>
Duties	<input type="checkbox"/> regularly update the Fit Facebook page, taking account of members' media preferences
Notes	Commitment is about 1-2 hours per week. The FIT Facebook coordinator may be required to provide information and advice to the FIT Committee from time to time, either through attending a Committee meeting or, if she cannot attend meetings in person, via phone for the during of the relevant agenda item. This volunteer may also be an Ordinary Committee Member.
<b>#14</b>	<b>Newsflash Editor : The Newsflash Editor manages the production of the weekly NewsFlash</b>
Duties	<input type="checkbox"/> collate content for Newsflash <input type="checkbox"/> produce weekly Newsflash on Thursday each week <input type="checkbox"/> maintain electronic distribution list for Newsflash in consultation with the Membership Officer <input type="checkbox"/> maintain electronic distribution list for Newsflash
Notes	Commitment is about 4-6 hours per week. The Newsflash Editor may be required to provide information and advice to the FIT Committee from time to time, either through attending a Committee meeting or, if she cannot attend meetings in person, via phone for the during of the relevant agenda item. This volunteer may also be an Ordinary Committee Member.
<b>#15</b>	<b>Social Officer : responsible for coordinating a range of FIT social functions</b>
Duties	organise FIT Christmas party, book venue, advertise and promote to FIT members <input type="checkbox"/> arrange for social functions throughout year including functions after events such as the Canberra half and full marathon <input type="checkbox"/> organise for gifts where appropriate <input type="checkbox"/> look after new members particularly on runs and where possible matching runners with others of similar abilities



Notes	Commitment is about 2 hours per week. This volunteer may also be an Ordinary Committee Member.
<b>#16</b>	<b>Web mistress: The Web mistress is responsible for the quality, currency and accuracy of the FIT website.</b>
Duties	<input type="checkbox"/> manage and maintain FIT website <input type="checkbox"/> liaise with developers to maintain and enhance functionality of website
Notes	Commitment is about 1-2 hours per week. The Web Mistress may be required to provide information and advice to the FIT Committee from time to time, either through attending a Committee meeting or, if she cannot attend meetings in person, via phone for the during of the relevant agenda item. This volunteer may also be an Ordinary Committee Member.
<b>Other Ongoing Volunteers</b>	
<b>#17</b>	<b>OutFIT Officer: The OutFIT Officer is responsible for management of FIT clothing.</b>
Duties	<input type="checkbox"/> manage the stock of FIT clothing <input type="checkbox"/> set the price for clothing, in conjunction with the FIT committee <input type="checkbox"/> market FIT clothing to members <input type="checkbox"/> work with Committee to design and order FIT Clothing <input type="checkbox"/> responsible for following up payments for stock and also payments from members in conjunction with the Treasurer
Notes	Commitment is about 1-2 hours per week. The OutFIT Coordinator is required to provide information and advice to the FIT Committee from time to time, either through attending a Committee meeting or, if she cannot attend meetings in person, via phone for the during of the relevant agenda item. This volunteer may also be an Ordinary Committee Member.
<b>#18</b>	<b>Volunteer Coordinator: The Volunteer Coordinator is responsible to and to maintain a register of FIT volunteers, and to facilitate filling of volunteer positions for FIT and FIT partner activities.</b>
Duties	<input type="checkbox"/> maintain the FIT Volunteer register, ensuring key volunteer positions are filled at all times, that volunteers are routinely recognised and thanked, and that additional/ new volunteers are sought and inducted into their positions through handover from exiting volunteers <input type="checkbox"/> manage requests from TACT and other organisations for volunteers <input type="checkbox"/> coordinate the annual volunteer awards process including promoting of awards as well as providing details to committee members

Notes	<p>Commitment is about 1-3 hours per week.</p> <p>The Volunteer Coordinator provides input and information for Committee meetings as required and if she cannot attend the meeting in person, would ideally be available for questions for the relevant agenda item via phone during Committee meetings.</p> <p>The Volunteer Coordinator may also be an Ordinary Committee Member.</p>
<b>#19</b>	<b>FITAbility representative: The FITAbility representative represents FITAbility at the FIT committee</b>
Duties	<ul style="list-style-type: none"> <li><input type="checkbox"/> Liaise through the FIT committee to ensure adequate support for FITAbility activities</li> <li><input type="checkbox"/> As a member of the FIT-ability committee, participate in all aspects of the safe planning and implementation of FIT-ability tandem cycling - to continue to provide tandem cycling opportunities to visually impaired riders.</li> </ul>
Notes	<p>Commitment is variable averaging, 4-5 hours per week.</p> <p>The FitAbility Representative provides regular reports/ minutes from FITAbility meetings for each committee meeting and if she cannot attend the meeting in person, would ideally be available for questions for the relevant agenda item via phone during Committee meetings.</p> <p>This volunteer may also be an Ordinary Committee Member.</p>

### Section 3 - Other FIT Volunteers

<b>#20</b>	<b>WTTP Coordinator:</b> The Women's Triathlon Training Program (WTTP) Coordinator manages and coordinates the planning and delivery of the annual WTTP.
Duties	<ul style="list-style-type: none"> <li><input type="checkbox"/> coordination of promotional material (posters/ postcards, newsflash, website, newsletter, facebook, media release)</li> <li><input type="checkbox"/> preparation of training calendar and other training notes for participants including information night, social and Seminar sessions (Sports House; Bike Shed and Runner's Shop)</li> <li><input type="checkbox"/> respond to queries about program</li> <li><input type="checkbox"/> liaise with coaching coordinators and TACT</li> <li><input type="checkbox"/> weekly emails &amp; support to participants</li> </ul>
Notes	<p>Commitment is about 4-6 hours per week, commencing 2-3 months before the program commences and up to and during the program.</p> <p>The WTTP Coordinator is required to provide regular updates to the Committee in the 2 months prior to the event, either through attending a Committee meeting or, if she cannot attend meetings in person, via phone for the during of the relevant agenda item.</p> <p>This volunteer may also be an Ordinary Committee Member.</p>

<b>#21</b>	<b>WAG Tri Coordinator: The Women and Girls' (WAG) Triathlon Coordinator plans and manages the delivery of FIT's annual WAG triathlon.</b> <b>NOTE: Trial outsourcing in 2014 but some duties are still to be managed/ coordinated by a WAG Tri Committee</b>
Duties	<p>Event coordination and management including:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> coordination of promotional material (posters/ postcards, newsflash, website, newsletter, facebook, media release)</li> <li><input type="checkbox"/> identification and coordination of sponsorship</li> <li><input type="checkbox"/> procurement of supplies</li> <li><input type="checkbox"/> event day management including timing/ results management, road closures &amp; traffic management, course marking, registration management, and clean up</li> <li><input type="checkbox"/> liaison with coaching coordinators and TACT</li> <li><input type="checkbox"/> updates to the Committee</li> </ul>
Notes	<p>Commitment is about 4-6 hours per week, commencing 6-8 months before the triathlon and increasing in the month prior to the event. The WAG Tri Coordinator is required to provide regular updates to the Committee in the 5 months prior to the event, either through attending a Committee meeting or, if she cannot attend meetings in person, via phone for the during of the relevant agenda item. This volunteer may also be an Ordinary Committee Member.</p>
<b>#22</b>	<b>Megaswim Coordinator: The Megaswim Coordinator plans and manages the FIT team that participates in the annual Megaswim.</b>
Duties	<ul style="list-style-type: none"> <li><input type="checkbox"/> enter FIT Team in Megaswim</li> <li><input type="checkbox"/> establish Fundraising Page</li> <li><input type="checkbox"/> set Megaswim distance program for incorporation into regular FIT swimming sessions</li> <li><input type="checkbox"/> arrange roster of swimmers for 24 hours</li> <li><input type="checkbox"/> set up email distribution list for participants and email them the Training Program</li> <li><input type="checkbox"/> promote Megaswim at FIT sessions and through FIT Newsflash</li> <li><input type="checkbox"/> setup lane for FIT at pool</li> <li><input type="checkbox"/> arrange snackfood</li> <li><input type="checkbox"/> packup lane at the end of the swim</li> <li><input type="checkbox"/> arrange social event for swimmers after the event</li> </ul>
Notes	<p>Commitment is about 1-2 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event. The Megaswim is a 24 hour event.</p> <p>The Megaswim coordinator may be required to provide updates to the Committee in the lead up to the event, either through attending a Committee meeting or, if she cannot attend meetings in person, via phone for the during of the relevant agenda item. This volunteer may also be an Ordinary Committee Member.</p>

<b>#23</b>	<b>Saturday Run coordinator:</b> The Saturday Run Coordinator manages the route and breakfast location for the weekly run.
Duties	<input type="checkbox"/> maintain route maps and descriptions <input type="checkbox"/> prepare and publish schedule of runs (in conjunction with discipline lead) <input type="checkbox"/> book breakfast venue <input type="checkbox"/> advise Newsflash editor of weekly run details <input type="checkbox"/> liaison with other coaching coordinators to know when to alter/increase booking numbers etc.
Notes	Commitment is about 1-2 hours per week. This volunteer may also be an Ordinary Committee Member.
<b>#24</b>	<b>Discipline Camp Coordinators: Working with Discipline Coach leaders, Running/ Swimming/ Cycling Camp Coordinators are responsible to plan and manage training camps.</b>
Duties	<input type="checkbox"/> book venue & accommodation <input type="checkbox"/> promote camp <input type="checkbox"/> coordinate coaches, procurement and equipment management <input type="checkbox"/> discharge risk management obligations related to the activity <input type="checkbox"/> prepare and coordinate camp program of activities and locate appropriate venue/location
Notes	Commitment is about 1-2 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event. This volunteer may also be an Ordinary Committee Member.
<b>#25</b>	<b>Rookie swim coordinator</b>
Duties	<input type="checkbox"/> Coordinate volunteer coaches <input type="checkbox"/> develop program of sessions/dates <input type="checkbox"/> book pool venues and coordinate payments <input type="checkbox"/> provide note for newsflash advertising the program <input type="checkbox"/> answer queries from interested participants <input type="checkbox"/> develop/update coaches notes <input type="checkbox"/> coordinate regular emails to participants throughout the program (or delegate to one of the coaches) <input type="checkbox"/> arrange for participants to be provided with an evaluation sheet

Notes	Commitment is about 2-3 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event. This volunteer may also be an Ordinary Committee Member.
<b>#26</b>	<b>Rookie running coordinator</b>
Duties	<input type="checkbox"/> Coordinate volunteer coaches <input type="checkbox"/> develop program of sessions/dates <input type="checkbox"/> provide note for newsflash advertising the program <input type="checkbox"/> answer queries from interested participants <input type="checkbox"/> develop/update coaches notes <input type="checkbox"/> coordinate regular emails to participants throughout the program (or delegate to one of the coaches) <input type="checkbox"/> arrange for participants to be provided with an evaluation sheet
Notes	Commitment is about 3-5 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event. This volunteer may also be an Ordinary Committee Member.
<b>#27</b>	<b>Tour de Femme training program coordinator</b>
Duties	<input type="checkbox"/> Coordinate volunteer coaches <input type="checkbox"/> develop program of sessions/dates <input type="checkbox"/> provide note for newsflash advertising the program <input type="checkbox"/> answer queries from interested participants <input type="checkbox"/> develop/update coaches notes <input type="checkbox"/> coordinate regular emails to participants throughout the program (or delegate to one of the coaches) <input type="checkbox"/> arrange for participants to be provided with an evaluation sheet
Notes	Commitment is about 2-3 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event. This volunteer may also be an Ordinary Committee Member.