**FIT Committee and Volunteer positions - Summary – August 2017**

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://wp.fitact.org.au/wp-content/uploads/2016/08/Females-in-Training-Inc-Rules-as-of-2015.pdf. 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.
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.

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| **Serial** | **Position** |
| **Section 1 – FIT Committee positions** | |
| 1 | President |
| 2 | Vice President |
| 3 | Treasurer |
| 4 | Secretary (and Public Officer) |
| 5 | Coaching Coordinator |
| 6 | TACT Representative |
| 7 | Policy & Insurance Coordinator |
| 8 | Communications and sponsorship Coordinator |
| 9 | Membership Coordinator |
| 10 | Ordinary Committee Members x3 |
| **Section 2 - FIT Ongoing Volunteers** | |
| *Coaching Coordinator: provide leadership and support to FIT coaches and volunteers:* | |
| 11 | Discipline Coaching Leader |
| 12 | Coaches – all |
| *Communications Coordinator: provide leadership and support to FIT communication volunteers:* | |
| 13 | Newsflash Editor |
| 14 | Social Officer |
| 15 | Web Mistress |
| *Other Ongoing Volunteers* | |
| 16 | Outfit Officer |
| 17 | Volunteer Coordinator |
| **Section 3 - Other FIT Volunteers** | |
| 18 | WTTP Coordinator |
| 19 | Megaswim Coordinator |
| 20 | Saturday Run Coordinator |
| 21 | Discipline Camp Coordinators |
| 22 | Rookie swim coordinator |
| 23 | Rookie running coordinator |
| 24 | Tour de Femme training program coordinator |
| **Section 1 – FIT Committee positions** | |
| **#1** | **President: The president provides overall leadership for FIT.** |
| Duties | * preside over Committee and general meetings * in conjunction with the Secretary, prepare and distribute the agenda for Committee and general meetings * respond to and progress various issues raised at committee meetings & club members, by TACT & other bodies as well as numerous ad hoc ‘arising’ tasks * represent FIT and liaise with TACT, other triathlon clubs and sporting committees, and ACT Territory organisations to promote and support FIT and its partnerships * assist with website and event management (eg: WTTP) 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. |
| **#2** | **Vice-President: The Vice-President provides support and assistance for the President and fulfils the responsibilities of the President in her absence.** |
| Duties | * fulfil the responsibilities of the President in her absence * 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. |
| **#3** | **Treasurer: The Treasurer is responsible to deliver sound management of FIT finances.** |
| Duties | * collect and receive all moneys owing to FIT and make all payments authorised by FIT * 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 * assist with accounts for special events such as the WTTP * arrange for the accounts and books of FIT to be audited prior to the annual general meeting * operate, with another Committee member, all bank accounts of FIT * 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. |
| **#4** | **Secretary: The Secretary provides primary administrative and secretariat support for the Fit Committee.** |
| Duties | * keep minutes of all proceedings at Committee meetings and general meetings * co-ordinate preparation for and calling of the Annual General Meeting * keep minutes of all elections and appointments of office-bearers and ordinary Committee members * keep records of the names of members of the Committee present at a Committee meeting or a general meeting * manage Actions List from FIT Committee Meetings * respond to queries received via the [enquiries@fitact.org.au](mailto:enquiries@fitact.org.au) 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. |
| **#5** | **Coaching Coordinator: The Coaching Coordinator provides leadership and support to FIT coaches** |
| Duties | * provide leadership and support to FIT coaches * preside over FIT Coaches meetings * plan, monitor and evaluate FIT coached programs * liaise with discipline coaches to set program and policies and procedures * identify coaching needs and requirements – at club and individual level – and represent coaches at the FIT Committee. * in conjunction with Discipline Lead Coaches, maintain and update coaching basecamp and data base |
| 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. |
| **# 6** | **TACT Representative: The TACT representative is liaison point between FIT and the TACT office on issues/matters as they arise** |
| Duties | * Represent FIT and its interests as a member of the Triathlon ACT (TACT) Board * Attending monthly TACT Board meetings and ad hoc meetings as required * 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 * 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.   * *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.* |
| **# 7** | **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. |
| Duties | * manage and coordinate the review of all FIT policies on an annual cycle, drawing on subject matter expertise and assistance as required * oversight insurance cover for FIT, the committee and members * provide revised policies and procedures to the Web Mistress for publishing * investigate and advise on all matters relating to insurance for the Club, Committee, Events and individuals |
| 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. |
| **# 8** | **Communications and sponsorship Coordinator: The Communications provides provide leadership and support to FIT communications volunteers.** |
| Duties | * plan, monitor and coordinate FIT communications activities * manage FIT incoming and outgoing correspondence * 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. * provide communications advice and support for FIT events including the WAG tri. * solicit event-specific sponsorships and manage general FIT partnerships * respond to enquiries and request to offer sponsorship and support to FIT * annual engagement with current sponsors to ensure their continued support |
| 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. |
| **# 9** | **Membership Officer: The Membership Officer is responsible for management and coordination of FIT membership using the Triathlon Australia ActiveNetwork database** |
| Duties | * monitor and interrogate the ActiveNetwork membership data base * coordinate communication with lapsed members * provide a Membership Report to every Committee Meeting * forward names of new members to Communications Coordinator, FIT Newsflash and Newsletter editors * liaise with TACT about membership and database issues * register events on the ActiveNetwork database * 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** | **Ordinary Committee Member (x 3): Ordinary Committee members provide additional support and input for the Committee.** |
| Duties | * 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. |

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| **Section 2 - FIT Ongoing Volunteers** | |
| *Coaching Coordinator provides leadership and support to FIT coaches and volunteers:* | |
| **#11** | **Discipline Coaching Leader: The Running/ Swimming/ Cycling/ Water Running Coaching Coordinator manages the program/s for their discipline.** |
| Duties | * 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) * record detail of accredited coaches in base camp and on the coaching database * sign off Volunteer Coach requirements * maintain details of their Program in the FIT Newsflash and FIT website * provide input to policies and procedures in relation to discipline activities * liaise with Coaching Coordinator about discipline coaching needs and requirements * Coordinate coaching courses and undertake accreditation supervision for new coaches (where applicable) * Liaise with venue operators as required (eg. Lane bookings/venue hire (or delegate to one of the coaches)] * Answer ad hoc enquiries from new or potential participants about discipline program * 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. |
| **#12** | **Coaches: Our most important volunteers! Responsible for the safe planning and management of FIT activities** |
| Duties | * plan and risk-manage safe, considered training activities * enthusiastically lead training sessions, rain, hail or shine… ☺ |
| Notes | Commitment is about 2 -5 hours week.  These volunteers may also be an Ordinary Committee Member. |
| *Communications Coordinator provides leadership and support to FIT communication volunteers:* | |
| **#13** | **Newsflash Editor : The Newsflash Editor manages the production of the weekly NewsFlash** |
| Duties | * collate content for Newsflash * produce weekly Newsflash on Thursday each week * maintain electronic distribution list for Newsflash in consultation with the Membership Officer * maintain electronic distribution list for Newsflash * in conjunction with other Face book administers, regularly update the Fit Facebook page, taking account of members’ media preferences |
| 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. |
| **#14** | **Social Officer : responsible for coordinating a range of FIT social functions** |
| Duties | organise FIT Christmas party, book venue, advertise and promote to FIT members   * arrange for social functions throughout year including functions after events such as the Canberra half and full marathon * organise for gifts where appropriate * 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. |
| **#15** | **Web mistress: The Web mistress is responsible for the quality, currency and accuracy of the FIT website.** |
| Duties | * manage and maintain FIT website * liaise with developers to maintain and enhance functionality of website * in conjunction with other Facebook administrators, regularly update the Fit Facebook page, taking account of members’ media preferences |
| 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. |
| *Other Ongoing Volunteers* | |
| **#16** | **OutFIT Officer: The OutFIT Officer is responsible for management of FIT clothing.** |
| Duties | * manage the stock of FIT clothing * set the price for clothing, in conjunction with the FIT committee * market FIT clothing to members * work with Committee to design and order FIT Clothing * 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. |
| **#17** | **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.** |
| Duties | * 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 * manage requests from TACT and other organisations for volunteers * coordinate the annual volunteer awards process including promoting of awards as well as providing details to committee members |
| Notes | Commitment is about 1-3 hours per week.  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.  The Volunteer Coordinator may also be an Ordinary Committee Member. |

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| **Section 3 - Other FIT Volunteers** | |
|  | *These roles are either event or program coordination roles and vary on an as needs basis. The following positions are examples of annual (or mostly annual) events or program roles. From time to time there is need for other event or program coordinators.* |
| **#18** | **WTTP Coordinator:** The Women’s Triathlon Training Program (WTTP) Coordinator manages and coordinates the planning and delivery of the annual WTTP. |
| Duties | * coordination of promotional material (posters/ postcards, newsflash, website, newsletter, facebook, media release) * 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) * respond to queries about program * liaise with coaching coordinators and TACT * weekly emails & support to participants |
| Notes | Commitment is about 4-6 hours per week, commencing 2-3 months before the program commences and up to and during the program.  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.  This volunteer may also be an Ordinary Committee Member. |
| **#19** | **Megaswim: The Megaswim Coordinator plans and manages the FIT team that participates in the annual Megaswim.** |
| Duties | * enter FIT Team in Megaswim * establish Fundraising Page * set Megaswim distance program for incorporation into regular FIT swimming sessions * arrange roster of swimmers for 24 hours * set up email distribution list for participants and email them the Training Program * promote Megaswim at FIT sessions and through FIT Newsflash * setup lane for FIT at pool * arrange snackfood * packup lane at the end of the swim * arrange social event for swimmers after the event |
| 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. The Megaswim is a 24 hour event.  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. |
| **#20** | **Saturday Run coordinator:** The Saturday Run Coordinator manages the route and breakfast location for the weekly run. |
| Duties | * maintain route maps and descriptions * prepare and publish schedule of runs (in conjunction with discipline lead) * book breakfast venue * advise Newsflash editor of weekly run details * 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. In 2017 this role was split into 2 roles with café co-ordination being done by a separate volunteer |
| **#21** | **Discipline Camp Coordinators: Working with Discipline Coach leaders, Running/ Swimming/ Cycling Camp Coordinators are responsible to plan and manage training camps.** |
| Duties | * book venue & accommodation * promote camp * coordinate coaches, procurement and equipment management * discharge risk management obligations related to the activity * 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. |
| **#22** | **Rookie swim coordinator** |
| Duties | * Coordinate volunteer coaches * develop program of sessions/dates * book pool venues and coordinate payments * provide note for newsflash advertising the program * answer queries from interested participants * develop/update coaches notes * coordinate regular emails to participants throughout the program (or delegate to one of the coaches) * 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. |
| **#23** | **Rookie running coordinator** |
| Duties | * Coordinate volunteer coaches * develop program of sessions/dates * provide note for newsflash advertising the program * answer queries from interested participants * develop/update coaches notes * coordinate regular emails to participants throughout the program (or delegate to one of the coaches) * 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. |
| **#24** | **Tour de Femme training program coordinator** |
| Duties | * Coordinate volunteer coaches * develop program of sessions/dates * provide note for newsflash advertising the program * answer queries from interested participants * develop/update coaches notes * coordinate regular emails to participants throughout the program (or delegate to one of the coaches) * 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. |