



FIT COMMITTEE AND VOLUNTEER POSITIONS – APRIL 2019

Since incorporation in 1996, FIT continues to be 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 330 + members and the wider Canberra community.

With no salaried staff, FIT relies on its many volunteers that 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 governed by a Committee (see below). Whilst Committee members are volunteers, they are also legally responsible to manage the affairs of the club. The Committee has the power to delegate some of their roles to members that volunteer to take up specific roles and duties on behalf of the club.

Following is a summary of FIT officer and volunteer positions aimed at providing information to those interested in fulfilling a role. The summary provides an indication of the role and the expected hours required. It should be noted that hours identified for each position are an indication only, and are likely to vary considerably dependent on issues and levels of activity taking place.

FIT COMMITTEE

These positions are required under the [Constitution](#) (FIT Rules).

The FIT Committee controls and manages the affairs of FIT and has significant legal obligations and responsibilities in order to comply with the [Incorporated Associations Act \(ACT\)](#).

Committee positions are filled via nomination and election annually at the Annual General Meeting.

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| 1. President | 7. Policy & Insurance Coordinator |
| 2. Vice President | 8. Communications and sponsorship Coordinator |
| 3. Treasurer | 9. Membership Coordinator |
| 4. Secretary (and Public Officer) | 10. Ordinary Committee Members x 2 |
| 5. Coaching Coordinator | |
| 6. TACT Representative | |

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.

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| • Lead Coaches | • Digital Media Officer (Website, Facebook and Instagram) |
| • Coaches | • Outfit Officer |
| • Newsflash Editor | • Coordinator of Volunteers |
| • Social Officer | |

OTHER VOLUNTEERS

Volunteers are appointed following agreement to conduct programs, events and activities by Lead Coaches and the FIT Committee. These volunteers assist with the management of events, for example the WTTP Coordinator and Megaswim Coordinator

The summary below provides further information on each of the volunteer roles, please contact members of the FIT Committee for more details.

FIT COMMITTEE POSITIONS

The FIT Committee is required to meet six times per year, according to the FIT rules. Committee meetings are generally held every six weeks, and members are expected to attend the majority of the meetings.

HOURS	DUTIES
PRESIDENT	
6-8 hours per week sometimes more, depending on the FIT agenda and issues arising.	<p>The President provides overall leadership for FIT.</p> <ul style="list-style-type: none"> • 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 Triathlon ACT (TACT) and 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
VICE PRESIDENT	
4-6 hours per week	The Vice-President provides support and assistance for the President and fulfils the responsibilities of the President in her absence
TREASURER	
4-6 hours per week	<p>The Treasurer is responsible for the management of FIT finances, and provides a financial report for each committee meeting</p> <ul style="list-style-type: none"> • 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
SECRETARY (AND PUBLIC OFFICER)	
4-6 hours per week	<p>The Secretary provides primary administrative and secretariat support for the FIT Committee.</p> <ul style="list-style-type: none"> • Prepare agendas and take minutes of all proceedings at Committee and general meetings • Coordinate 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 • Manage FIT incoming and outgoing correspondence

	<ul style="list-style-type: none"> Respond to queries received via the enquiries@fitact.org.au email address
COACHING COORDINATOR	
4-6 hours per week	<p>The Coaching Coordinator provides leadership and support to FIT coaches</p> <ul style="list-style-type: none"> Preside over FIT Coaches meetings Meet with Lead Coaches as required Plan, monitor and evaluate FIT coached programs with Lead Coaches Liaise with Lead 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 Lead Coaches, maintain and update coaching basecamp and data base Vet and recruit new coaches
TACT REPRESENTATIVE	
4-6 hours per week	<p>The TACT representative is liaison point between FIT and the TACT office on issues/matters as they arise</p> <ul style="list-style-type: none"> 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. As with the FIT Committee, this role 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.
POLICY AND INSURANCE OFFICER	
2-3 hours per week	<p>The Policy and Insurance Officer is responsible to ensure the accuracy, currency and availability of all FIT policies and the suitability and currency of insurance for FIT and its associated activities.</p> <ul style="list-style-type: none"> 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 communications team for publishing Investigate and advise on all matters relating to insurance for the Club, Committee, Events and individuals
COMMUNICATIONS OFFICER	
3-4 hours per week	<p>The Communications Officer provides leadership and support to FIT communications volunteers.</p> <ul style="list-style-type: none"> Plan, monitor and coordinate FIT communications activities Oversee and coordinate all other FIT communication roles including: Social Coordinator, Digital Media Officer, NewsFlash and Facebook administrators to ensure consistent messaging Provide communications advice and support for FIT events 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

	<p>The role of the Communications Officer has recently included the following roles (to be reviewed 2019)</p> <hr/> <p>NEWSFLASH EDITOR – 4-6 HOURS PER WEEK</p> <p>The Newsflash Editor manages the production of the weekly NewsFlash</p> <ul style="list-style-type: none"> • Collate content and produce weekly Newsflash each week • Maintain electronic distribution list for Newsflash in consultation with the Membership Officer • Maintain electronic distribution list for Newsflash <hr/> <p>DIGITAL MEDIA OFFICER – 1-2 HOURS PER WEEK</p> <p>Responsible for the quality, currency and accuracy of the FIT website.</p> <ul style="list-style-type: none"> • Manage and maintain FIT website • Liaise with developers to maintain and enhance functionality of website • In conjunction with other Facebook administrators, regularly post to FIT’s Facebook and Instagram accounts
MEMBERSHIP OFFICER	
2-3 hours per week	<p>The Membership Officer is responsible for management and coordination of FIT membership using the Triathlon Australia <i>ActiveNetwork</i> system</p> <ul style="list-style-type: none"> • Monitor and interrogate the <i>ActiveNetwork</i> membership data base • Coordinate communication with lapsed members • Provide a Membership Report to every Committee Meeting • Forward names of new members to Communications Coordinator, and FIT Newsflash editor • Liaise with TACT about membership and database issues • Register events on the <i>ActiveNetwork</i> database
ORDINARY COMMITTEE MEMBER	
1-2 hours per week	<p>Ordinary Committee members provide additional support and input for the Committee.</p> <ul style="list-style-type: none"> • Attend and contribute at FIT committee meetings, taking on additional duties as required. • Ordinary Committee Members may hold any other (non-Committee) volunteer position.

FIT ONGOING VOLUNTEERS	
These roles can be fulfilled by ordinary Committee members. These positions may be called upon to attend Committee meetings from time to time to provide information and advice.	
LEAD COACHES	
4-6 hours per week	<p>Lead Coaches manage the program(s) for their discipline (running, swimming, water running and cycling)</p> <ul style="list-style-type: none"> • Set, delegate or approve programs across all training activities and set coach roster, including rookie and event-specific training programs • Plan, monitor and evaluation programs with Coaching Coordinator • Notify Coaching Coordinator of accreditation updates • Liaise with FIT Committee to advertise and setup registration and basecamp for delivery of programs • 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 • Record attendance levels, trends and incidents
COACHES	
1hour per week	<p>Our most important volunteers! Responsible for the safe planning and management of FIT activities</p> <ul style="list-style-type: none"> • Plan and risk-manage safe, considered training activities • Enthusiastically lead training sessions, rain, hail or shine • Inform Lead Coaches of attendance records and incidents
SOCIAL / EVENTS OFFICER	
2 hours per week	<p>Responsible for coordinating a range of FIT social functions</p> <ul style="list-style-type: none"> • Organise FIT Christmas party, book venue, advertise and promote to FIT members • Arrange for social functions throughout year including celebrations marking completion of of events and training programs. • Organise for gifts where appropriate • Look after new members particularly on runs and where possible matching runners with others of similar abilities
OUTFIT OFFICER	
1-2 hours per week	<p>Responsible for management of FIT clothing.</p> <ul style="list-style-type: none"> • 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

COORDINATOR OF VOLUNTEERS	
2-3 hours per week	<p>The Coordinator of Volunteers is responsible for maintaining a register of FIT volunteers, and to facilitate filling of volunteer positions for FIT and FIT partner activities.</p> <ul style="list-style-type: none"> • 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
SATURDAY RUN COORDINATOR	
1-2 hours per week	<p>The Saturday Run Coordinator manages the route and breakfast location for the weekly run.</p> <ul style="list-style-type: none"> • Maintain database of 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.

OTHER VOLUNTEERS	
<p>These roles are either event or program coordination roles and vary on an as needs basis, and can also be fulfilled by Committee members. 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.</p>	
WTTP COORDINATOR	
<p>4-6 hours per week, commencing 2-3 months before the program commences and up to and during the program.</p>	<p>The Women’s Triathlon Training Program (WTTP) Coordinator manages and coordinates the planning and delivery of the annual WTTP.</p> <ul style="list-style-type: none"> • 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 • Respond to queries about program • Liaise with coaching coordinators and TACT • Weekly emails & support to participants\
MEGASWIM COORDINATOR	
<p>1-2 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event</p>	<p>The Megaswim Coordinator plans and manages the FIT team that participates in the annual Megaswim. The Megaswim is a 24 hour event.</p> <ul style="list-style-type: none"> • 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
ROOKIE SWIM COORDINATOR	
<p>2-3 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event</p>	<ul style="list-style-type: none"> • 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 •

ROOKIE RUNNING COORDINATOR	
3-5 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event	<ul style="list-style-type: none"> • 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
CYCLE RACING TRAINING PROGRAM COORDINATOR	
2-3 hours per week, commencing 2-3 months before the event and increasing in the month prior to the event.	<ul style="list-style-type: none"> • 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