



## Structure of the PAC-Tri committee

There are three elements to the committee:

1. Elected members
2. Appointed members
3. Associate members

Within each of the categories, there are specific roles:

1. Elected members
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Members representative
2. Appointed members
  - a. Treasurer
  - b. Communications officer/events coordinator
3. Associate members
  - a. Coach coordinator/representative
  - b. IT/Web designer
  - c. Kit coordinator

The club is represented by the Management Committee made up from each of the categories above however, only the Elected members and Appointed members will have the right to vote.

Details for each role is identified within **Appendix A**.

### Elected members

Elected members will be elected annually by the members of the club at the AGM. These roles are carried out for a period of one year however, members will be eligible for re-election. Elected members have the right to vote. Each role may be shared by more than one individual although individuals can only have one vote. The election process is defined in **Appendix B**.

### Appointed members

Appointed members (these are roles that require specific skills) will be appointed by the elected members. These roles are carried out for a period of two years however, members will be eligible for re-election. Appointed members have the right to vote.



## Associate members

Associate members are appointed by the Management Committee and are appointed because of the expertise in their field, they will offer advice and support to the club. The duration of this role is undefined. Associate members do not have the right to vote so that any conflict of interests is protected.

## The Management Committee

The management committee will meet at least four times a year. The quorum required for a vote to take place is a minimum of four. Members of the Management Committee must make every effort to attend the committee meetings.

## Appendix A

### Roles & responsibilities

#### The Chair:

- Chair the Committee meetings and AGM
- Ensure the ethos of the club is maintained
- Direct general affairs of the club Lead the committee in making decisions for the benefit of the whole club
- Represent an unbiased viewpoint allowing free discussion to take place
- Have the casting vote on any unresolved club issues
- Assist the Club Secretary to produce agendas
- Represent the club at external meetings, when required
- Manage and oversee the work of officers and other club personnel
- Present the club's annual report at the AGM

#### The Vice Chair:

- Supporting the Chair and covering the responsibilities of the Chair in their absence
- Supporting the wider committee members and ensuring the members views are heard
- Taking on some of the other committee members responsibilities if needed
- To chair sub committees where appropriate
- To be the single point of contact for all funding requests



#### The Secretary:

- Be the 'principal administrator' for the club, dealing with all club correspondence, distributing to relevant officers for response where required
- Prepare and distribute the Committee meeting agendas
- Take the Minutes of all Club Committee meetings and distribute copies
- Keep signed copies of all meeting minutes on file
- Carry out or delegate all of the administrative duties; enabling the club to run smoothly
- Work alongside the treasurer to see that all affiliation/registration documents are accurate and are paid on time
- Organise and book facilities and in-house courses for the season including social functions, committee meetings and AGM
- Organise and attend the club AGM and other club meetings
- Ensuring all club affiliations are renewed on an annual basis

#### The Members representative:

- To collect members feedback and share this at committee meetings
- To support other committee members to ensure decisions made represent the (as best they can) the views of the membership
- To ensure the Management Committee continue to follow the ethos of the club and support the vision of the club

#### The Treasurer:

- To look after the finances of PAC-Tri
- Keep detailed written records of all financial transactions and make sure that PAC-Tri operates within the annual budget
- Attend the Committee meetings and AGM
- Hold a bank account, cheque book, paying in book, online banking details and card reader in the name of PAC-Tri
- Act as a primary signatory on the PAC-Tri account (and appoint one other as agreed by the Club Committee)
- Prepare monthly balance sheets for committee members to see at committee meetings
- Prepare annual balance sheets for AGM and present accounts to members
- Reminding members of annual membership renewal, monitoring and all payments and keeping up to date paid members spreadsheet.
- Email new members a welcome email detailing all pertinent club information
- Ensuring that all cash and cheques are promptly deposited in the bank



- Paying bills and recording information, ensuring that funds are spent properly
- Paying for Wednesday pool hire promptly when invoiced and ensuring the dates for Parish Wharf/Lido changeover is communicated to all interested parties
- Issuing receipts for all money received and recording this information
- Reporting regularly to the committee and at AGM on the PAC-Tri's financial position

#### Communications officer/events coordinator:

- To ensure information on the club website is up to date and relevant
- Keeping club members up to date with club news using the website & other social media tools
- Work with club members to ensure club events are coordinated and diarised on the club website
- Gather information on external events and keep the club diary populated with the dates of these events
- Work with the secretary to publicise club sessions (meetings, social activities etc.)
- Where appropriate, work with the local press to publicise PACTri achievements

#### The Coach coordinator/representative:

- To represent the coaching team on the club committee
- To offer help, advise and support to the club members
- To ensure the club has a good spread of expertise across all disciplines
- To ensure the coaching team are fairly represented so this role may be covered by more than one person

#### IT/Web designer:

- Make sure the website is up to date and information is relevant
- To work with all members of the committee to ensure events are accurately recorded and shared with club members via the website
- Offer help and support to the committee to ensure we are getting the best from the club website

#### Kit coordinator:

- Identify manufacturers for club kit
- Ensure a timely order process in place to meet club members needs
- Work with other committee members to identify supplier of casual kit



## **Appendix B**

### **Election process**

- Members to be given at least 28 days' notice of an AGM
- Members will be given details of the committee roles up for renewal at this stage
- Nominations for Elected members will be sent to the secretary at least 14 days before the date of the AGM. Once this date has passed, no more applications can be accepted
- If Appointed members' roles are up for renewal then applications for these roles need to be submitted at least 14 days before the date of the AGM. Once this date has passed, no more applications can be accepted
- If Associate members' roles need to be replaced then nominations need to be submitted at least 14 days before the date of the AGM. Once this date has passed, no more applications can be accepted
- Applications need to be accompanied by a brief resume of the individual, which role they are applying for and what they can offer to the role
- All members will have the right to vote for a committee member
- The election of the committee members will take place at the AGM
- The method for voting for members to be confirmed
- The election of Appointed members will take place by the Elected committee within two weeks of the AGM