



## **Toronto Triathlon Club Board Description of Role of Business Manager**

### **Purpose**

Support administration, coordination and successful execution of training and triathlon related activities for the Club. This involves liaising with sponsors, club coaches and subject matter experts to offer relevant, innovative and cost-effective opportunities for Club members, as well as supporting other Board members as required.

### **Term**

One year, with option for one-year renewal

### **Reporting relationship**

Reports to President and Board of Directors

### **Primary Duties**

- Membership:
  - Support member registration and renewals
  - Create and manage events in Wild Apricot (WA), including registration
  - Reconcile and update membership database (CCN and WA)
  - Work with Board and Head Coach to ensure all new members are properly onboarded
  
- Financial:
  - Manage invoices through WA for reporting to Accountant; follow up on outstanding fees for WA event invoices
  - Document refund requests for approval
  - Issue quarterly credits and notices to members for use
  - Help Treasurer to prepare annual administrative budget
  
- Communication:
  - Create communication plan, including club and sponsor e-blasts, website updates / promotions, social media, and activations (stickers at sessions / events / etc.)
  - Prepare and release club e-blasts
  - Execute general website updates
  - Answer club emails/phone calls; respond to general member inquiries
  - Assist Marketing Director with promotions, social media, and activations
  
- Club training and clinics:



- Help establish Club activity calendar with input from Head Coach and Board of Directors, including training, camps, clinics, sponsored events, and partnerships
  - Assist Head Coach with the preparation of event budgets for training sessions, camps, etc. which will be reviewed and approved by the Training and Treasury Directors
  - Organize, schedule, and facilitate permitting, staffing (lifeguards), and facilities, as well as all logistics as they pertain to events, clinics, camps, training sessions, etc.
  - Coordinate and communicate regularly with Coaches and Group Leads
  - Circulate and summarize post-event feedback forms to Head Coach
- Sponsorship:
    - Support the Sponsorship Director on the various stages of sponsorship acquisition proposals
    - Support the Sponsorship Director in conjunction with Head Coach to execute sponsorships
  - Partnerships:
    - Create and manage Triathlon Ontario relationship, including sanctioning documents and payments for non-members
    - Manage Multisport relationship, including submission of club participation reimbursement and other activities
    - Work with Membership Director to manage Ironman partnership
    - Work with BOD to manage Toronto Triathlon Festival relationship, including sponsorship of Club Championships and sponsorship activations (e.g., booth)
    - Work with Sponsorship Director and Head Coach to ensure Sponsorships are being properly managed from promotions and execution to tracking and recognition

**Time commitment**

Up to 25 hours per week

**Additional expectations**

- Be available to attend most clinics to facilitate introductions (note: responsibility shared with Head Coach and BOD)
- Attend and report status at monthly Board meetings
- Be available during business hours to react to needed changes, communication, etc.

Updated September 2019