



Toronto Triathlon Club Board Description of Role of Vice President, Strategy

Purpose

Develop and facilitate execution of the long-term plan for the TTC

Term

One year; elected at the Annual General Meeting

Primary Duties

- Refresh club Vision, Mission, and Values regularly
- Facilitate development of a 3-year Strategic Plan for the club aligned to the Vision, Mission, and Values (and compliant with by-laws)
- Support members in developing annual objectives aligned to the Strategic Plan
- Track progress against annual objectives and support board members to ensure their objectives are met
- Ensure accountabilities and responsibilities of board members are clear and documented (through e.g., up-to-date job descriptions, event planning checklists)
- Represent President (when delegated)
- Signing officer

Time Commitment

5-10 hours per month throughout the year

Additional Expectations

- Attend Board meetings as per the Club Bylaws
- Contribute to any other board initiatives and communications in a timely manner, including responding to emails regarding Board business
- Support other Board Members in completing their tasks
- Participate in TTC social media discussions as appropriate
- Attend Club events & races to represent the Board
- Goal should be to attend 1-2 club events/races per month during race season

Updated July 2019