

The Role and Responsibilities for the Track & Field Commission (various roles)

Responsible for: Supporting the overall planning, delivery and review of all track and field activities delivered by Scottish Athletics. The full responsibilities of the Track & Field Commission are set out in the [Terms of Reference](#).

Specific duties and responsibilities:

- Secretary
 - dealing with all correspondence for the TFC;
 - preparing minutes of meetings in conjunction with the Convenor; and
 - circulating meeting papers and minutes.
- Club representative
 - ensuring that the TFC is aware of issues of importance to clubs across Scotland that participate in track and field, and to provide a voice for these clubs within the TFC.
- Coach representative
 - ensuring that the TFC is aware of issues of importance to coaches in track and field, and to provide a voice for these coaches within the TFC.
- Athlete representative
 - ensuring that the TFC is aware of issues of importance to competitors in track and field, and to provide a voice for athletes within the TFC.
- Young athlete representative
 - ensuring that the TFC is aware of issues of importance to young athletes competing in track and field, and to provide a voice for these athletes within the TFC.

Candidate Specification

ESSENTIAL	DESIRABLE
Knowledge of, and keen interest in, track and field in Scotland and the UK.	Knowledge of the wider structure of scottishathletics and the work of the governing body.
Knowledge of the track and field community in Scotland, including clubs, competitions and the athlete pathway.	Experience of working successfully in voluntary positions within sport and/or business.
Knowledge of and affinity with ethical issues within society including equalities, diversity and inclusion.	
Experience of working successfully as part of a team.	