



Executive Committee Roles

Position	Responsibilities
<p>President</p> <p>Required to attend all committee meetings</p> <p><i>The president will provide overall leadership and direction of the club</i></p>	<ul style="list-style-type: none"> • To work with the Club (secretary, Vice President, treasurer and registrar) to manage the affairs of the club and develop and implement the Clubs strategic plan. • To lead the strategic development of the club in accordance with the Club's constitutional objectives and strategic plan • Attend SWA conference annually (October each year) • Work in conjunction with the club secretary to ensure that club policies, procedures, systems and Constitution & By-laws are being implemented • To develop networks and form strong partnerships with swimming stakeholders to maximize opportunities for the Club • To work with the Coaches Co-ordinator to ensure Club strategies align with member's strategic development • Official spokesperson for the Club • Chair general and committee meetings • Attend club team selection meetings as mediator
<p>Vice President</p> <p>Required to attend committee meetings</p> <p><i>The Vice President will support the President in providing leadership within the Club and assisting in overseeing club matters. Deputise for President in presidents absence</i></p>	<ul style="list-style-type: none"> • To work with the Club (President, secretary, treasurer and registrar) to manage the affairs of the club and develop and implement the Clubs strategic plan • Attend SWA conference annually (October each year) • Assist other Committee members as required • Deputise for the President as required • Deal with grievances prior to being handed to President • Coordinate presentation function and delegate tasks for organisation (referring to timeline of events)
<p>Secretary</p> <p>Required to attend all committee meetings</p> <p><i>The secretary will be the chief administration officer for the club and will be the link between members, the committee and other organisations</i></p>	<ul style="list-style-type: none"> • To work with the Club (President, Vice President, treasurer and registrar) to manage the affairs of the club and develop and implement the Clubs strategic plan • Attend SWA conference annually (October each year) • Co-ordinate the correspondence of the Club • Keep full and correct minutes of the proceedings of meetings of the Club • Contact for members for items they would like raised at Committee meetings

	<ul style="list-style-type: none"> • Manage and control all books and documents relating to Club correspondence • Keep an up to date record of current Club members • Prepare information for Club booklet • Organise booking of conference room for meetings and functions • Be co-signatory on the bank account
<p>Treasurer</p> <p>Required to attend all committee meetings</p> <p><i>The treasurer is responsible for the financial supervision of the club. The treasurer will link heavily with the President & Secretary providing financial updates which will allow them to best manage financial security of the club</i></p>	<ul style="list-style-type: none"> • To work with the Club Executive Officers (President, Vice President, Secretary and Registrar) to manage the affairs of the Club and develop and implement the Clubs strategic business plan • Responsible for the management of the Club's finances, development of budgets and provision of recommendations with respect to next season fee structure • Provide monthly financial reports to Committee members (Income Statement, Balance Sheet and Schedule of expenditure for ratification by Committee for each bank account held by the Club) • Arrange for the annual Financial Statements to be audited each year before the AGM. (A copy of the audited financial statements is to be provided to SWA) • Organisation of floats and receive monies at Club functions and fund raising activities • Co-signature on the bank account
<p>Registrar</p> <p>Required to attend all committee meetings</p>	<ul style="list-style-type: none"> • To work with the Club Executive Officers (President, Vice President, Secretary and Treasurer) to manage the affairs of the Club and develop and implement the Clubs strategic business plan • Manages the registration of swimmers, both competitive and non-competitive and to provide monthly reports to Committee of the status of Club registrations and new members requesting membership for the last month • Required to inform the Treasurer of reregistering and new members fees to be paid • To promote the club values, policies and club events with members • Ensuring the new member checklist is completed for each new member and that members are provided the club information booklet highlighting the most important information • Highlight the Club website, FB group, and use of messenger as the Club method of providing information to members • To ensure members understand club workings ie club wardrobe, Club Nights, targeted swim meets and club requirement for parents to participate in timekeeping rosters for meets in which their children are swimming • Be a go to person and assist with settling into the club • Assist with maintaining poolside noticeboard with up to date information



Australind Swimming Club Committee Positions

Position	Responsibilities
<p>Club Night Coordinator</p> <p>Required to attend monthly meeting</p>	<ul style="list-style-type: none"> • In conference with the coaching co-ordinator compile and distribute Club Night programs, Club Night rules and conditions at commencement of the season • Book lanes at LLC for Club Nights • Correspond with members with weekly club night events and provide links to enter nominations • To coordinate the running of Club Nights • Maintaining a database of swimmer attendance, performance and points for age group award • To provide Records officer with club night points for tallying for club awards • Display a cumulative total of time trial points on club notice board or website • Provide current times to coaches when required for team selection eg CP • Ensure club trophies are maintained and stored over the season
<p>Coach Coordinator</p> <p>Required to attend monthly meeting</p>	<ul style="list-style-type: none"> • Liaises with coaches and LLC regarding pool lane bookings • Liaise with coaches to arrange squad lists and keep up to date record • Chair and minute coaches meetings • Attend Club team selection meetings on behalf of coaches • Attend monthly committee meeting to provide report on current performance of squads and to be a liaison between coaches and committee • Inform treasurer of lane booking and changes to lane bookings as soon as they occur. • To promote and inform members of upcoming swim meets • Communicate positively and effectively • Highly organised • Promote coaches to attend development opportunities including clinic and camps when offered • Distributes calendar of events with club targeted meets • Use Email, FB group and messenger to communicate coaching and squad changes

<p>Member Protection Officer</p> <p>The Member Protection Officer (MPIO) is responsible for providing information about a persons rights, responsibilities and options to an individual making a complaint or raising a concern. The MPIO provides guidance and advice on club policies and procedures to solve issues within the club</p>	<ul style="list-style-type: none"> • Monitor ad record both complaints and concerns from members • Provide support for all members • Provide information and options for member behaviour • Attend the required courses, MPIO network events and forums relating to inappropriate behaviour • Understand and follow Club policies and procedures in relation to Member Protection • Understand the Swimming WA and Swimming Australia Member welfare and child welfare policy • Understand the clubs complaint process • Mediate complaints at an information and formal level • Maintain confidentiality for all members • Provide relevant persons with the appropriate reports/documentation resulting from mediations • Conduct unbiased investigations an make reasonable recommendations • Excellent communication and listening skills
<p>Country Pennants Coordinator/ Team Manager</p> <p>Required to attend monthly meeting</p>	<ul style="list-style-type: none"> • Arrange parent timing roster at meets including country pennants • Promote and organise logistics of attending Country Pennant Meet eg accommodation, catering, travel • Attend team selection meetings • Send out letter asking for CP's swimmer availability • Inform swimmers of selection • Collect all information for the club from the office at poolside on the Friday • Communicate and liaise with coaches • Supervise swimmers during travel and away swim meets • Promote the club values, policies and club events with members
<p>Fundraising & Sponsorship</p> <p>Required to attend monthly meeting</p>	<ul style="list-style-type: none"> • To compile a yearly calendar of events for the Club fundraising program • To delegate and assist running of targeted fundraising events amongst club members • Targeted fundraising events are set by the executive committee in collaboration with fundraising coordinator • Complete all paperwork that is required for fundraising events • Make all bookings in regards to fundraising events • Liaise with the president and sponsorship officer to identify funding requirement and opportunities • To report to the Committee monthly on fundraising and sponsorship activities. • Be a strong communicator
<p>Records Officer</p>	<ul style="list-style-type: none"> • To maintain the records board • Order the new stickers for the board • To ensure new records are recognised after each meet • Issue record certificates at club nights • Provide an overview of records broken presentation nights

<p>Property Officer</p> <p>Required to attend monthly meeting</p>	<ul style="list-style-type: none"> • Manages the Club wardrobe inventory including sale of items to members and purchase of new stocks • Maintain a register of payments from members for uniforms. All uniform items must be paid for by members before order is placed • Provides recommendations to the Committee with respect to purchase of uniforms and new gear suggestions • Complete annual uniform stocktake • Maintain an asset register of all club equipment (stop watches, kickboards etc) and arrange maintenance and service of all equipment • Develop strong relationships with prospective companies to provide club merchandise • Liaise with treasurer on costs and affordability of equipment • Report to committee monthly
<p>SW Region Delegate</p> <p>Required to attend monthly meeting</p>	<ul style="list-style-type: none"> • Attend SW Region meetings as club representative • Report back to club committee all relevant information • Coordinates SW Region swim clinics for ASC members: this includes organising attendance sheets and disseminates information such in newsletter, notice board as well as post clinic newsletter article • Liaises with coaches to nominate swimmers that meet criteria to attend SW Region Development camp and squads. Forwards these names to SW Region committee • Organises subsidies and payment for swimmers on SW Region squads • In consultation with president submits annual report from club to SW Region committee annually
<p>Website & Media Liaison Officer</p> <p>Required to attend monthly meeting</p>	<ul style="list-style-type: none"> • To maintain the club website and FB group and public page within ASC guidelines • Update policies on website as required • Advertise for club positions as necessary • Posting relevant club information on ASC FB page and website • Provide update/report for committee meetings • To provide media articles to newspapers based on club performance and promotion as required • Promotion throughout the community including in local school newsletter, at school swim meets • Assist with maintaining club notice board with up to date information • Posting club media articles on SWA FB and ASC FB and provide for website manager to paste on website • Provide feedback to committee on all media activities and promotions

Grants & Sponsorship

Required to attend monthly meeting

- Liaise with club President to identify any sponsorship or funding requirements
- Prepare sponsorship and funding opportunities that meet the clubs needs to propose to the committee for approval
- Make the committee aware of any funding opportunities and complete necessary applications
- Ensure the club complies with any sponsorship requirements such as signage, promotional materials etc
- Develop and maintain strong relationships with sponsoring organisations
- Provide reports to committee meetings on sponsorship updates
- Positive ambassador for the club

Leschenault Sporting Assoc. (LSA) Delegate

Required to attend monthly meeting

- Attend LSA monthly committee meetings as a club representative
- Report back to club committee all relevant information
- Provide minutes to the executive from these meetings