

Responsible To:	Club membership and is responsible for representing the views of the membership
Supported By:	The clubs committee
Purpose:	The President of the club will provide overall leadership and be responsible for the leading of the committee and the performance of the organisation

Responsibilities

- Chair Committee meetings ensuring that they follow an agenda and are correctly recorded with minutes being archived
- Lead the committee in ensuring strong Club governance
- Be a role model for the club, providing the club with a positive image at external functions
- Assist in the development of partnerships with other clubs, regional association, potential sponsors and funding organisations
- Work with the committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries.

Attributes:

- Have a strong level of experience in committee constitution, rules and duties
- Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership
- Be able to listen to the feedback and views of members and other interested parties
- Be a positive role model and competent public speaker
- Have the ability to forward plan and lead the club to reaching its short term and long term goals.

Estimated Time Commitment Required:

- Variable, up to 1.0 hr/week

CLUB VICE PRESIDENT ROLE

Responsible To: The Club Vice President is usually an elected committee member, responsible to the Club President, committee and Club membership

Supported By: The clubs committee

Purpose: Support the club President in providing leadership to the club overall including organising the committee and over-seeing the performance of the club. The Vice-President will step into the Presidents role in their absence and can often be considered a successor when the role becomes available.

Responsibilities:

- In any event that the President is unable to fulfil their duties, the Vice President will step into that role
- Chair Committee meetings in the Presidents absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived
- Support in leading the committee and ensuring strong Club governance
- Be a role model for the club, providing the club with a positive image at external functions
- Assist in the development of partnerships with other clubs, regional sporting organisation, potential sponsors and funding organisations
- Support the committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries

Attributes:

- Have a strong level of experience in committee constitution, rules and duties
- Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership
- Be able to listen to the feedback and views of members and other interested parties
- Be a positive role model and competent public speaker
- Have the ability to forward plan and lead the club to reaching its short term and long-term goals

Estimated Time Commitment Required:

- Variable, up to 1.0 hr/week

CLUB SECRETARY ROLE

Responsible To: The Club Secretary is usually an elected committee member, responsible to the Club President and Club membership

Supported By: Clubs committee members

Purpose: The Club Secretary will be the chief administration officer at the swimming club and will be the link between members, prospective members, the committee and also external organisations

Responsibilities:

- Responsible for ensuring that club documentation exists and is maintained to comply with any legal requirements
- Ensure any club and committee minutes and data are recorded and maintained
- Manage all employee and volunteers' documentation and any qualifications or mandatory police checks are kept valid in accordance with the relevant body's recommendations
- Prepare Committee meeting agenda's and record the subsequent minutes ensuring distribution and necessary sign off
- Be the designated point of contact to receive communication from members, prospective members and any other parties regarding club matters
- Manage club correspondence and communication with members, Regional Sporting Organisation and National Sporting Organisation
- Ensure the club meets follows its own and the RSO/NSO constitution and bylaws

Attributes:

- An excellent communicator
- Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, Team Manager, SNZ Database and MyPage
- Can maintain confidentiality on relevant matters
- Be an organised and efficient worker
- Have a strong understanding of the club and sport's rules, constitution and bylaws

Tools:

- Access to Internet
- MSOffice applications

Estimated Time Commitment Required:

- Variable, up to 2.0 hr/week

CLUB TREASURER ROLE

Responsible To: The Club Treasurer is usually an elected committee member, responsible to the Club President, committee and its membership

Supported By: Clubs committee members

Purpose: The Club Treasurer is responsible for the financial supervision of the club which allows the committee to focus on providing strong governance of the club. The Club Treasurer will link largely with the President providing financial updates and reports to allow them to best manage the financial security of the club.

Responsibilities and Duties:

- Develop and provide reports on all of the club's financial affairs
- Be the lead on the annual financials process for the AGM
- Support the President in the development of the Club Plan by being able to provide support on financial planning
- Support any required auditing processes
- Be responsible for any incoming funds and external payments including funds, grants, salaries and wages
- Maintain accurate records for all financial income and expenditure
- Provide relevant financial reports at committee meetings

Attributes

- Has a financial background and expertise
- Has the ability to develop and maintain accurate financial records
- Trustworthy/Honest to be dealing directly with club financials and petty cash
- Strong computer skills
- Excellent communication skills
- Well organised and an efficient worker

Tools:

- Access to Internet
- MSOffice applications

Estimated Time Commitment Required:

- Variable, up to 2.5 hr/week

CLUB REGISTRAR ROLE

Responsible To: The Club Registrar is usually an elected committee member, responsible to the Club President and Club membership

Supported By: Clubs committee members

Purpose: The Registrar is responsible for all administration work in relation to competitions and membership. The Registrar will become the point of contact to members for the club in relation to local, State and National level competition ensuring swimmers have the ability to access and enter the competitions.

Responsibilities:

- Be the point of contact for all competition related enquiries from internal and external persons and organisations
- Establish relationships with other clubs and Regional Sporting Organisation
- Support the head coach and committee in establishing a competition calendar
- Be the lead organiser for any own club run competitions
- Provide competition updates at committee meetings as required
- Advertise and promote competitions
- Maintain membership database and registration of members

Attributes:

- Efficient and strong organisational skills
- Have the ability to forward plan and provide the necessary information to the committee and head coach
- Be an excellent communicator
- Be competent with Microsoft Office Software and any other required software e.g. Team Manager, Meet Manager and SNZ Database
- Have a strong understanding of the club and sport rules
- Reliable and able to maintain confidential membership information

Tools:

- Access to Internet
- MSOffice applications
- Hy-Tek, team manager database

Estimated Time Commitment Required:

- Variable, up to 1.0 hr/week

Responsible To: The Club Captain is usually an elected committee member, responsible to the Club President and its membership

Supported By: Clubs committee members

Purpose: To foster and direct all active operations

Responsibilities:

- Be in charge of the operations at the pool, subject to the overriding authority of the Committee
- Arrange coaching of members
- Encourage full participation on the Club and Inter-Club competitions
- Represent the views and wishes of swimmers to the committee

Attributes:

- An excellent communicator
- Can maintain confidentiality on relevant matters
- Be an organised and efficient worker
- Have a strong understanding of the club and sport's rules, constitution and bylaws

Tools:

- Access to Internet
- MSOffice applications

Estimated Time Commitment Required:

- Variable, up to 1.5 hr/week

Responsible To: The Club Volunteer Coordinator is usually an elected committee member, responsible to the Club President and Club membership

Supported By: Clubs committee members

Purpose: The Club Volunteer Coordinator is responsible for ensuring that the club has enough volunteers available to support the club. This role will include recruiting, training, supporting and recognising volunteers for a variety of roles throughout the club.

Responsibilities and Duties:

- Work with the Club Committee to establish the volunteer requirements of the club
- Work with the Club Committee to develop and implement any necessary volunteer resources such as role descriptions, volunteer handbook etc
- Explore all available opportunities to recruit new volunteers
- Oversee that the necessary volunteering screening is undertaken such as Police Checks
- Induct new volunteers or support them by arranging shadowing or mentoring opportunities
- Develop and implement volunteer recognition opportunities
- Attend committee meetings and provide volunteer updates as and when required.
- The club Volunteer Coordinator will liaise with the Club Registrar to ensure any volunteer requirements are met as part of a local, Regional or National meet requirement

Attributes:

- Have the ability to instantaneously develop strong relationships
- Be available at club training sessions to support, meet and induct volunteers
- Have a strong knowledge of the club and sport's rules and guidelines for volunteers.
- An enthusiastic and motivated person.

Tools:

- Access to Internet
- MSOffice applications

Estimated Time Commitment Required:

- Variable, up to 0.5 hr/week

Insert Club Logo

CLUB PUBLICITY and PROMOTION OFFICER ROLE

Responsible To: The Publicity and Promotion Officer is usually an elected committee member and is responsible for communicating the views of the Committee and Club activities & events to its members.

Supported By: Club committee members and Swimming Otago's Support Officer

Purpose: To ensure the effective and timely communication of all club activities and issues between committee and club members utilising identified communications tools (ie. regular Newsletters, Club Website and Noticeboards and Facebook).

Responsibilities:

- Ensure club members receive regular and timely updates of upcoming events and issues
- Produce a regular swimming club newsletter with input from the Committee and Club Coach (where appropriate)
- Prepare a Club Members handbook for families who are new to the Club as an introduction to Committee members, Club philosophy etc
- Ensure the website is an up to date and interesting read (where appropriate)
- Ensure the Facebook page is 'liked' by all members and update regularly with photos, results, upcoming activities
- Assist with the design of the club brochure (as appropriate) to promote the Club activities to local schools and community groups
- Communicate & liaise with local media as appropriate to update the wider community on Club activities and successes
- Prepare media releases, complete with photos where appropriate, to publicise the activities of the Swimming Club

Attributes:

- Good written and verbal communication skills, with the ability to form ongoing relationships with the media and local community so that the Club is able to maximise and build on its exposure
- Familiarity with management of social media

Tools

- Access to MSOffice applications

Estimated Time Commitment Required

- Variable- up to 2.5 hr/week

Insert Club Logo

CLUB SPONSORSHIP AND GRANTS OFFICER ROLE

Responsible To: The Club Sponsorship and Grants Officer is usually an elected committee member, responsible to the Club President, committee and its membership

Supported By: Clubs committee members

Purpose: Is responsible for organising all financial support requirements for any required areas of the club as identified by the Club President

Responsibilities:

- Liaise with the 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
- Maintain records of sponsor details and provide any report required as part of the partnership
- Ensure the club complies with any sponsorship/funding requirements, such as signage, promotional materials etc
- Develop and maintain strong relationships with sponsoring and funding organisations
- Provide reports for committee meetings on sponsorship and funding updates including new opportunities, current compliance with existing sponsors/funders and balances available

Attributes:

- Be organised and professional
- Have the ability to quickly develop strong working relationships with external parties
- Be a strong communicator
- Be a positive ambassador for the club
- Have the ability to forward plan and ensure any immediate or long-term objectives are met
- Be creative in analysing new ways to gain and satisfy sponsors.

Tools:

- Access to Internet
- MSOffice applications

Estimated Time Commitment Required:

- Variable, up to 1.5 hr/week

