

Committee Positions Roles and Responsibilities

President

The role of the President is to

- provide the principle leadership and responsibility for CAQ and the Committee
- Chair Committee meetings ensuring they are run efficiently and effectively
- Act as a signatory for the Club in all legal purposes and financial purposes
- Regularly focus the Committee's attention on matters of Club governance that relate to its own structure, role and relationship to any paid employees

Ideally the President is someone who is:

- able to communicate effectively and well-informed of all club activities
- knowledgeable of the constitution, rules and the duties of all executive members
- able to set goals and work systematically towards achieving them
- dedicated and enthusiastic about SHSC
- can work as part of a team

Vice President

The role of the Vice President is to shadow the President in providing leadership and responsibility for the organisation and the Committee and to step into the President's roles where needed.

The Vice President should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the President where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of SHSC
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club in representing the Committee in other forums
- be able to raise concerns with the President where they arise

Treasurer

The role of the Treasurer is to be responsible for the financial supervision of the Club to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the club's financial status to both the Committee and club members.

The treasurer should have

- Good Organisational Skills
- Some financial expertise
- Ability to maintain accurate records
- Dedicated Club Person
- Honest/Trustworthy
- Computer skills
- Good communication skills



Specific duties include but are not limited to:

- Provide advice to the Committee in their management of the Club finances
- Administer all financial affairs of the Club
- Lead the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval
- Ensure development and Committee review of financial policies and procedures
- Support any required auditing processes
- Receipt of all incoming monies
- Bank all monies received
- Pay all accounts
- Maintain accurate records of all income and expenditure
- Ensure that all receipts and payments concur with bank deposits and withdrawals
- Monthly financial reports – present at monthly committee meetings
- Arrange and despatch invoices for periodical payment
- Be a signatory on club account

Secretary

The Secretary is the chief administration officer and is responsible for providing a communication link between all members of the club.

The Secretary should:

- organise meeting times, dates and book meeting rooms
- prepare and issue agendas, supporting papers and minutes of the previous meeting
- send adequate notice of the meetings to all club members

- take the minutes of the meetings, and then circulate these to all members
- respond to general duties as directed by the club/society

Ideally the Secretary is someone who:

- is able to communicate effectively
- is able to think clearly and positively
- has good organisational skills
- can maintain confidentiality on relevant matters
- is dedicated and enthusiastic about the cause, and who can work as part of a team

Registrar/Member Services

- Attend monthly Club Meetings
- Welcome all new members to the club and be a first point of contact for new members seeking information
- Keep a copy of all swimmers birth certificates
- Liaise between the club and Swimming WA on membership matters

Fundraising Coordinator

- Attend monthly Club Meetings and provide a report
- Set fundraising goals with the club committee for the 2017/18 season to meet budgetary requirements
- Consider establishing a SUB COMMITTEE to share ideas and delegate where needed
- Establish a fundraising outline for the year
- Actively seek donations from club members & local businesses when needed eg: raffles
- Liaise with club members to support the fundraising initiatives

Sponsorship

- Attend monthly Club Meetings and provide a report
- Actively seek sponsorship with businesses within the club and the community
- Ensure advertising for businesses is in club newsletters and other places as listed in the package
- Arrange sponsors to attend special events for presentation of certificates and awards e.g.: Sponsorship 'Club Night', Club Championships

Public Relations Coordinator - PR

- Attend monthly Club Meetings and provide a report
- Please note: any of the following jobs can be delegated:
 - **Website**- monitor, update & maintain as necessary
 - **Facebook** – monitor, update & maintain as necessary
 - **Club Newsletter** – quarterly @ club night
 - Printed out &/or emailed to all club members
 - **Community Newspaper/Press releases** – as needed
 - **Advertising 'special' events** (Splash and Dash, Rookie Meet etc.) through Bayswater Waves, local schools, community boards etc.
- Liaise with committee members in other roles e.g.: Sponsorship, coaching staff
- Liaise with Bayswater Waves staff

Canteen Coordinator

- Attend monthly Club Meetings and provide a report
- Maintain kitchen & club room cleanliness (delegate – club captains/roster for club families)
- Organise the purchase and cooking of food for club nights
- Arrange food and rosters as needed for special events with Meet Manager eg: Dive & Try, Rookie Meet etc.

Uniform Coordinator

- Attend monthly Club Meetings and provide a report
- Liaise with club members and order prepaid club uniforms with supplier
- Set up a 'stall' @ club nights prior to ordering
- Keep update of current stock items