



CENTRAL AQUATIC SWIMMING AND LIFESAVING CLUB COMMITTEE POSITIONS DESCRIPTIONS

Committee Positions Roles and Responsibilities

The role and responsibility of the Committee is to:

- co-ordinate the planning of activities in a manner which ensures the aims and objectives of the club are fulfilled
- carry out the recommendations of members as expressed at the AGM
- provide members with detailed information regarding the running of the club
- monitor the performance of the club officials (according to their job descriptions), to see they are carrying out their functions. It also monitors any sub-committee performance
- ensure all committee members are well-versed in past activities and the reasons for previous decisions, making sure any deviations from these are fully considered
- negotiate training opportunities for Administrators and Coaches, provide detailed written and oral records and job descriptions to a newly elected committee so they can settle into their duties quickly
- planning and budgeting for the future President
- ensure that all members of the committee are role models in the area of leadership

In summary, the Committee is responsible for administration, financial management and leadership.

The Central Aquatic committee has a number of vital roles to be filled annually. Their various roles and responsibilities are outlined below.

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

The President;

- (a) must consult with the Secretary regarding the business to be conducted at each Committee Meeting and each General Meeting;
- (b) may convene Special Meetings of the Committee under Rule 14.1(c);
- (c) may preside over Committee Meetings under Rule 14.3;
- (d) may preside over General Meetings under Rule 17.4; and
- (e) must ensure that the minutes of a General Meeting or Committee Meeting are reviewed and signed as correct under Rule 20.1(c).



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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 CAQ
- 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 CAQ
- 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



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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

The Treasurer must:

- (a) ensure all moneys payable to the Association are collected, and that receipts are issued for those moneys in the name of the Association;
- (b) ensure the payment of all moneys referred to in Rule 11.5(a) into the account or accounts of the Association as the Committee may from time to time direct;
- (c) ensure timely payments from the funds of the Association with the authority of a General Meeting or of the Committee;
- (d) ensure that the Association complies with the account keeping requirements in Part 5 of the Act;
- (e) ensure the safe custody of the Financial Records of the Association and any other relevant records of the Association;
- (f) if the Association is a Tier 1 Association, coordinate the preparation of the Financial Statements of the Association prior to their submission to the annual general meeting of the Association;
- (g) if the Association is a Tier 2 Association or Tier 3 Association, coordinate the preparation of the financial Report of the Association prior to its submission to the annual general meeting of the Association;
- (h) assist the reviewer or auditor (if any) in performing their functions; and
- (i) perform any other duties as are imposed by these Rules or the Association on the Treasurer.



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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

The Secretary must:

- (a) co-ordinate the correspondence of the Association;
- (b) consult with the President about all business to be conducted at meetings and convene General Meetings and Committee Meetings, including preparing the notices of meetings and of the business to be conducted at each meeting;
- (c) keep and maintain in an up-to-date condition the Rules of the Association as required by Rule 24.1 and any by-laws of the Association made in accordance with Rule 25;
- (d) maintain the register of the Members, referred to in Rule 8.1;
- (e) maintain the record of office holders of the Association, referred to in Rule 11.6;
- (f) ensure the safe custody of the Books (with the exception of the Accounting Records) of the Association under Rule 27.1;
- (g) keep full and correct minutes of Committee Meetings and General Meetings; and
- (h) perform any other duties as are imposed by these Rules or the Association on the Secretary.



CENTRAL AQUATIC SWIMMING AND LIFESAVING CLUB COMMITTEE POSITIONS DESCRIPTIONS

Member Services Officer

The Member Services Officer will be the first point of contact for any new or potential members, volunteers and external parties visiting the club. The Member Services Officer role is to provide new members with a welcome email, introductions and information on the club as necessary, to ensure members/visitors feel connected to club swimming and comfortable at social events, to follow up with members who leave the club to gain feedback on their experience and provide details to the committee on any potential issues at the club which may affect retention, to be a role model for the club, providing the club with a positive image at external functions.

Ideally, the member services officer should;

- be an approachable and friendly person who can instantaneously develop relationships
- be available to attend regular club activities including training sessions
- be able to listen to the feedback and views of exiting members and report accurately back to the committee.
- be a positive role model
- be very accepting of all people and keen to develop and inclusive and diverse member base

The Member Services Officer will;

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

Registrar

The Registrar is responsible for the maintaining records of all club members as required by the club and Swimming WA.

The Registrar should:

- Registers details of all financial club members with Swimming WA;
- Sight birth certificates of all new members
- Oversees the transaction of all Club transfers;
- Ensures receipt of Volunteer Agreement prior to processing of Club registration forms;
- Remits all funds received for swimmer registrations and meet entries to the Treasurer or reconciliation and bank deposit;
- Ensures swim meet information, results and related information is kept up to date on the Club website; and
- Coordinates/runs Meet Manager during Club nights race meets and ensures results are available within 48 hours



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The Registrar will;

- Attend monthly Club Meetings
- Be the Club's chosen representative for Swimming WA meetings such as the AGM etc

Sponsorship Coordinator

- Attend monthly Club Meetings and provide a report
- Consider establishing a sub-committee to share ideas and delegate where needed
- Establish a fundraising/sponsorship/grants outline and goals for the year in line with the club committee to meet budgetary requirements
- Make the committee aware of any funding opportunities
- 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
- Develop sponsorship packages tailored to different levels of sponsorship
- Liaise with Public Relations Coordinator to ensure advertising for businesses is in club newsletters and other places as listed in the package
- Develop and maintain strong relationships with sponsoring organisations
- Liaise with the Treasurer on financial targets and report to the committee on sponsorship
- Liaise with club members to support the fundraising initiatives

Ideally, the sponsorship coordinator should;

- 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.



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Public Relations Coordinator

- 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
- Assist in the development of a programme for the recruitment and retention of financial supporters of the club
- Act as a liaison for media at events and develop a strategy to better market and promote the club

Non-Committee Roles

Canteen Coordinator

- Prepare salad items and a float for fortnightly club nights.
- Attend to money/food exchange at club nights
- Delegate the purchase and cooking of food for club nights
- Arrange food and rosters as needed for special events with Committee
- Make bookings for functions as directed by the Committee
- Attend Committee meetings if chooses

Uniform Coordinator

- Liaise with club members and order prepaid club uniforms with supplier
- Keep update of current stock items
- Organise/delegate the design & printing of specialised shirts ie Nationals
- Ensure all uniforms have appropriate advertising (TBA)
- Provide a report on stock levels and uniform information as required
- Attend Committee meetings if chooses



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Member Protection Information Officer

The Member Protection Information Officer (MPIO) is the first point of call in the club for any enquiries, concerns or complaints about harassment and abuse. The MPIO provides confidential information and moral support to the person with the concern or who is alleging harassment. The MPIO is responsible to the club's Board / Committee and club members.

The Member Services Officer will;

- Listen to complaints and concerns from members and visitors.
- Provide support for all members.
- Provide information and options for member behaviour (not advice).
- Keep up to date with information on harassment, discrimination and other forms of inappropriate behaviour.
- Understand and follow club policies and procedures in relation to Member Protection.
- Be accessible and approachable to all club members.
- Mediate complaints at a formal and informal level.
- Maintain confidentiality for all club members.
- Provide relevant persons with the appropriate reports/documentation resulting from hearings.
- Carry out unbiased investigations and make reasonable recommendations.
- Attend committee meetings if chooses

Ideally, the member services officer should;

- Be approachable with the ability to provide support
- Display good communication skills
- Display good conflict resolution skills
- Have an excellent working knowledge of Club Member Protection policies and procedures
- Be able to work independently