

# Committee Member Duties

## Appendix E

### President

#### **The President should:**

- be well informed of all Club activities
- oversee the development and implementation of the Strategic Planning of the Club
- have thorough knowledge of the Club constitution, Club by-laws and the roles of Committee members
- manage Committee meetings striving for inclusive and positive consensus
- liaise closely with the Head Coach
- facilitate the Club Annual General Meeting
- ensure that planning and budgeting for the future is carried out in accordance with the wishes of the Club members and in the best interest of Club development
- Organise the Club Presentation in cooperation with the Club Executive, Head Coach and the Recorder
- be the signatory on Club cheques
- Develop and maintain the Club image through printed and spoken media and representation in the community
- liaise with Club Publicity Officer in the reporting of club results and activities.

### Secretary

#### **The Secretary should:**

- maintain Club correspondence
- perform secretarial duties at meetings
- follow up from meetings, publishing minutes
- maintain confidentiality on relevant matters
- have a working knowledge of the Club constitution and by-laws
- complete annual returns for SVI, GSI and Association returns for the relevant authorities
- Maintain archives of Club activities and Committee business
- Maintain a register of members with Working with Children documentation and renewal requirements
- Book venues for local camps, GSI swim meets and all other pool bookings
- be the signatory on Club cheques
- Maintain the Club Honour Board

### Treasurer

#### **The Treasurer should:**

- issue receipts and promptly deposit all monies received
- make all payments of all invoices and regular payments (e.g. coaching fees, clothing sales) and keep accurate and up to date records of income and expenditure
- Issue invoices to members for all outstanding fees and payments
- Use a Committee approved and provided software program to maintain the club accounts
- Attend to all necessary tax office requirements; superannuation, tax, work cover, GST, etc.
- be the signatory on Club cheques
- be responsible for the Club's petty cash

- prepare budgets for the forthcoming year
- provide regular updates on budget performance
- provide income and expenditure reports for committee meetings
- prepare and present financial statements for the Annual General Meeting
- prepare annual financial accounts for auditing
- chair regular Finance Committee meetings

### **Vice President and Committee Members (6)**

The Vice President and Committee Members will undertake one or more of the following vital roles. Non Committee Members may also undertake these roles with the endorsement of the Committee:

#### **A. Club Registrar**

- maintain the register of Members for Swimming Victoria registration through Clubs-on-Line
- lodge the annual Application for Affiliation form and Registration of Committee Members with Swimming Victoria at the commencement of each new season
- arrange swimmer transfers when necessary
- report to committee meetings regarding registration numbers and activity

#### **B. Team Manager**

- Responsible for issues related to team events:
  - Bookings of venues
  - Accommodation for team travel for camps and competition
  - Flight bookings for travel and camps
  - Liaise with Head Coach regarding activities requiring bookings
  - Organise parent support for camps and other trips away
- Supports the Head Coach in the organisation of teams and swimming groups for the purpose of trips, camps and competitions
- Liaise with Secretary to ensure that all adults over 18 accompanying children on camps have the relevant Working with Children documentation.
- Follow the Guidelines as set out in “TRL Trip Away Guidelines”

#### **C. Duty/Roster Officer**

- Coordinate duty officials for swim meets and ensure the number of officials supplied by the Club meets the GSI obligations.
- Keep a record of members who are qualified officials

#### **D. Entries Officer**

- Manage the GSI entry process to ensure Traralgon Swimmers are correctly entered into GSI and other Swim Meets.
- Maintain the Club’s Team Manager software database.

#### **E. Meet Director/Competition Manager**

- Coordinate Swim Meet Sub-Committee
- Arrange all aspects of running Club swimming competitions, prepare race programs, liaise with Centre Management, invite other Clubs, ensure correct number of qualified officials are available, etc.

#### **F. Clothing Officer**

- Conduct sales of Club merchandise such as swim caps and uniform pieces and facilitate the purchase and printing of the Club emblem on Club items.
- Maintain an awareness of and support uniform needs across the club, seeking suppliers.

#### **G. Property Officer**

- Maintain and monitor all Swimming Club property such as tents, shelters, winner's dais, equipment cage, umbrellas, etc. ensuring all items are in working order and recommending replacement or maintenance as required

#### **H. Publicity Officer**

- Liaise with local media and the Club President to promote the Traralgon Swimming Club and the achievements of Club members. This can include:
  - Writing media releases including Club results and upcoming events, etc.

#### **I. Social Secretary/Fundraising coordinator**

- Responsible for Social and Fundraising Sub-Committee
- Facilitate social functions and activities for Club Members and their families.
- Promote the family atmosphere of the Club and the social benefits of membership.
- Facilitate fundraising opportunities and activities to establish and achieve an Annual Fundraising Target.

#### **J. Sponsorship/Grant Officer**

- Promote and coordinate corporate sponsorship opportunities.
- Initiate and pursue both small and large sponsorship plans for Club activities, events and projects.
- Facilitate opportunities and activities to establish and achieve an Annual Sponsorship Target
- Source and make application for Grants as available and applicable

#### **K. Recorder**

- Maintain records of each swimmer's attendance at swim meets and times achieved.
- Maintain the record of the points achieved by each swimmer for club trophies certificates and awards.
- Track improvement in swimmers and maintain 'best times' data base for website and for coaches
- Update "Best Times" and Club Ranking for website

#### **L. District Delegates (2)**

- To represent the Club's interests at GSI meetings.
- Provide feedback and reports to the Committee from GSI meetings.

#### **M. New Families**

- Contact and be a point of call for new members. Provide new members with a New Families pack and registration information after initial 'trial' sessions.

- Assist new members in understanding processes and procedures, e.g. entry process, meet them at swim meets to help them settle and sit with Traralgon families, ensure they know how to contact the Uniform Officer, etc.

#### **O. Catering Committee**

- Organise and provide catering when and where required by the club
  - Swim Meet catering
  - Clinics and Camps
  - Training snacks if required
  - Special events
- Maintain the club room kitchen area regarding cleanliness, maintenance and replacement of equipment and utensils, stock of coffee, tea, sugar and crockery, drink bottles for officials, serving equipment and containers, gas bottle for the BBQ, etc.
- Maintain appropriate food handling qualifications as required by councils.

#### **P. IT Coordinator**

- Maintain the Club Website [www.traralgonswimming.org.au](http://www.traralgonswimming.org.au) backing up, updating and managing in cooperation with the Head coach and committee.
- Maintain and Administer all Social Media sites embraced by the club.