



## **COMMITTEE ROLES**

### **Position Descriptions**

#### **All Committee Members**

1. Help communicate information about the Club, its purpose and activities to all new and prospective members.
2. Help introduce new and prospective members to other Committee and Club members.
3. Contribute to the decision making process.
4. Ensure proper governance of Club activities and finances.

#### **PRESIDENT**

1. Chair all Committee meetings.
2. Prepare and present an Annual Report at the Annual General Meeting.
3. Act as the Club's official representative in all capacities – meetings, official and social functions.
4. Ensure the Club maintains its integrity and purpose as stipulated in the Club's Constitution (now called Incorporated Rules).
5. Oversee the decision making process, ensuring that any resolutions are in the best interests of the Club.
6. Encourage change and development within the Club, whilst maintaining those traditions and historical links which are deemed to contribute to the spirit of the Club.
7. Manage any problems or confrontations which occur, whether it involve an outside party, or occur between members, or evolve between Committee members through the decision making process.
8. Together with the Secretary, organize the agenda for committee meetings.
9. Follow-up with committee members and the tasks they have been given.
10. Encourage and support committee members to achieve the outcomes required, which may involve re-assigning tasks to other members.



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#### **VICE PRESIDENT**

1. Preside at all meetings at which the President is not present or as delegated by the President.
2. Represent the Club at official functions when the President is not available or as delegated by the President.
3. Assist the President to fulfill his/her other responsibilities.
4. Assist in organizing the Agenda for Committee meetings.
5. Assist in the follow-up with Committee members of the tasks they have been given, encouraging and supporting them to help achieve the outcome required, which may also involve re-assigning tasks to other members.



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#### **RECORDER**

1. Keep all records pertaining to swimming events participated in by Club members.
2. Liaise with the MSV Recorder with any information he/she may require.
3. Process National Aerobic Trophy swim attempts on behalf of club members for inclusion in the National Aerobic Trophy results publication (if applicable).
4. Keep all records of Open Water swims completed by members.
5. Provide information for the Awards ie Points and Titles awards, Open Water Swim awards.



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#### **REGISTRAR**

1. Monitor and process applications for membership.
2. Prepare and submit an annual report on the Club's membership for the AGM.
3. Provide up-to-date mailing lists and labels as requested.
4. Organise and distribute membership cards, if required.
5. Ensure that the membership of life members (only those still involved with the Club), are renewed each year and that their State and National fees are paid by the Club.
6. Supply the coach with a membership list or details as required.
7. Provide information for the annual Membership Awards.



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#### **SECRETARY**

1. Together with the President, organize the Agenda for Committee meetings.
2. Take and keep the Minutes of Committee meetings and general meetings (including the Annual General Meeting).
3. Circulate copies of the Minutes of meetings and all written reports which are presented at Committee meetings, to all Committee members.
4. Advise Committee members of the date, time and place of all meetings.
5. Clear the inward correspondence from the Club's post office box (currently located at the Hawksburn Post Office at 577 Malvern Road, PO Box 1175) and be responsible for the safe custody of the post office box key. Direct all correspondence.
6. Be responsible for the Club's outward correspondence except when delegated to other Committee members.
7. Seek the approval of the President before sending out correspondence which may affect the purpose, integrity of the Club or the spirit within the Club.
8. Advise all registered members of the date, time, place and Agenda of the Annual General Meeting. (Note- now usually sent out by the President based on the Secretary's draft).
9. Maintain all Club records, including but not limited to: Committee Meeting Minutes, AGM Minutes, office bearers and Committee members, copies of the Club's Constitution and financial documents.



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#### **GENERAL MEMBER**

1. Actively participate in the general running of the club.
2. Provide support to other committee members (especially Treasurer, Secretary and Registrar).
3. Volunteer for, and participate in, special projects.



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#### **CLUB CAPTAIN**

1. Contact new members. Support the Coach to make introductions when required.
2. Encourage Club members to compete in interclub, State and National competitions.
3. Co-ordinate the club's participation in major competitions with the assistance of the Competition Sub-committee and be involved in setting targets.  
In short, be an ex officio member of the Competition Sub-Committee.
4. Help organize Club members at competitions with the Training Coordinator by supporting new members and helping create a fun and encouraging atmosphere during competition.
5. Act as a Powerpoints ambassador at MSV and MSA events and competitions, formally and informally liaising with other clubs to build relationships.
6. Encourage members to participate in Open Water swims.
7. Generally encourage participation at formal and informal Powerpoints competition and social events.



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#### **COACH**

1. Prepare and conduct training sessions relevant to forthcoming events and as directed by the Committee through the Training Coordinator.
2. Be responsible for developing the swimmers technique and ability in all strokes to the best possible level using a systematic documented plan of approach.
3. Inspire and give feedback to improve members ability and confidence
4. When made aware of member's health problems suggest more appropriate alternatives in training where relevant
5. Assist members to achieve personal swimming goals through a systematic approach as in Point 2
6. Give ongoing stroke correction advice to all members at training sessions in accordance with Pt 2.
7. Pass on relevant knowledge to competition members of FINA rules on strokes, starts, turns, finishes, etc.



8. Issue training cards, once a member has proved payment. Clip training cards of attendees at each session. Collect cash from casual swimmers or those without cards and bank as per Treasurers instructions.
9. Advise changes of venues and times to the Treasurer and TC well prior and seek approval prior to advising all members
10. Coordinate with the Treasurer on administrative matters such as
  - Identifying swimmers who are not members and notify the committee
  - Provide Treasurer with requested reports, feedback or other inform
11. Ensure any stand-in coaches are aware of and meet the above criteria



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#### **MSV DELEGATE**

1. Attend and represent the Club at the MSV Board meetings.
2. Vote at MSV Board meetings in a manner which reflects the Club's policies and views.
3. In any debate at MSV Board meetings, support the Club's policies and views.
4. Present to the Club committee a report on each MSV Board meeting attended.