

Position	Responsibilities
President	To lead the strategic development of the club in accordance with the Club's constitutional objectives and business plan. To develop networks and form strong partnerships with swimming stakeholders to maximize opportunities for the Club. To work with the Head Coach to ensure Club strategies align with members strategic development.
Vice President	To work with the Club Executive Officers (President, Secretary and Treasurer) to manage the affairs of the Club and develop and implement the Clubs strategic business plan. Assist other Committee members as required. Deputise for the President as required.
Secretary	To work with the Club Executive Officers (President, Vice President and Treasurer) to manage the affairs of the Club and develop and implement the Clubs strategic business plan. Manages information coming into and going out of the club. Records the events and decisions (minutes) made at Committee meetings. Contact for items members would like raised at Committee meetings, suggestions for improvement etc.
Treasurer	To work with the Club Executive Officers (President, Vice President and Secretary) to manage the affairs of the Club and develop and implement the Clubs strategic business plan. Responsible for the management of the Club's finances, development of budgets and provision of recommendations with respect to next season fee structure. Provide monthly financial reports to Committee members (Income Statement, Balance Sheet and Schedule of expenditure for ratification by Committee for each bank account held by the Club) and to arrange for the annual Financial Statements to be audited each year before the AGM. (A copy of the audited financial statements is to be provided to SWA within 90 days of end of Club's financial year (ie to SWA by 30 th June)
Registrar	Manages the registration of swimmers, both competitive and non-competitive and to provide monthly reports to Committee of the status of Club registrations and new members requesting membership for the last month. Committee is required to ratify new members. Required to receipt and bank registration monies, providing a copy of bank deposit details (ie who and how much received) to the Treasurer within 7 days of banking, and to provide a schedule of SWA capitation fees due (ie who and how much) to be paid to SWA to the Treasurer or other nominated cheque holder for payment to SWA immediately following registration with the Club (this is to ensure swimmers are registered to be eligible to compete in SWA sanctioned events). To monitor swimmer registration timelines with respect to eligibility to compete for the Club in National Championships.
Club Wardrobe (formerly Uniforms)	Manages the Club wardrobe inventory including sale of items to members and purchase of new stocks (within cash flow limitations of the Club). Provides recommendations to the Committee with respect to purchase of uniforms and new gear suggestions. Take orders for uniforms, receipt and bank uniform monies, provide a

	<p>copy of bank deposit details (ie who and how much received) to the Treasurer within 7 days of banking.</p> <p>Complete quarterly stocktake and financial reconciliation of season uniform movements and provide these reports to the Treasurer within 7 days of end of quarter (ie 31st July, 31st Oct, 31st Jan, 30th Apr).</p> <p><u>Financial Reconciliation</u></p> <p>Opening Value of Uniforms Plus Purchases Less sales Less discounts Less giveaways</p> <hr/> <p>= Closing Value of Uniforms</p> <hr/> <p>Less physical stocktake schedule value</p> <hr/> <p>= Variance</p> <hr/> <p>Comments on Variance</p>
Media (formerly Newsletters)	<p>To work with coaches, committee and swimmers to gather information to be included in the Clubs monthly newsletter.</p> <p>To produce the monthly newsletter, ensuring a copy is lodged on the Club's notice board and web site.</p> <p>To provide media articles to newspapers.</p>
Club Nights	<p>To manage the conduct of Club nights and to maintain a database of swimmer attendance, performance and Club records.</p> <p>To produce a schedule of club night attendances for swimmer eligibility for National subsidies and club championship age group awards.</p> <p>To provide reports for annual report purposes for Club top ten trophy winners and a schedule of club records as at end of season.</p>
Meet Entries	<p>To manage the Club's Team Manager database to record all swimmer times for creation of electronic entries for SWA and production of best time combinations for Club relay entries (Note Head Coach for event has final decision on relay members).</p> <p>To receive from the liaison officers swimmer entry cards, completed in accordance with SWA rules, and to ensure all swimmers entries are processed to SWA by the event deadline.</p>
Fundraising	<p>To manage the establishment of the Club fundraising program for both general club needs and National subsidy programs that meets the requirements of the Clubs business plan.</p> <p>To take the lead role in organizing and enlisting volunteers to undertake each targeted fundraising activity.</p> <p>To report to the Committee on fundraising activities.</p>
Junior Liaison Senior Liaison	<p>To promote the club values, policies and club events with members, ensuring new members are provided the club information book, highlighting the Club web site as the information source for newsletters and use of email as the Club method of providing information to members.</p> <p>To ensure members understand club workings ie club wardrobe, club nights, club championships, targeted swim meets and club requirements for parents to participate in timekeeping rosters for meets in which</p>

	<p>their children are swimming.</p> <p>To promote the coach – swimmer, coach – parent communication channel for issues arising with squads. This is not an issue for Club Officers unless the Head Coach counsels with the President.</p> <p>To take meet entries including liaising with swimmers/parents to ensure they know about targeted meets and closing dates. Note club policy is no money - no entry, cheque is preferred payment method, bank meet entries within 7 days of receipt and to provide a schedule of meet entries to Meet Entry Manager by the Club designated meet entry closing date. To provide to the Treasurer a copy of bank deposit details (ie who and how much received and for which meet) within 7 days of banking.</p>
Timekeeper Coordinator (formerly Chief Timekeeper)	<p>To organise and communicate to parents of swimmers, the parent timekeeping roster at least 7 days before the targeted event.</p> <p>Should parents not be able to time keep the Club requires that parents arrange a replacement for themselves, should parents not do this then the Club reserves the right not to accept swimmer entries for the next Club targeted meet.</p>
Meet Director	<p>To conduct meets that the Club hosts.</p> <p>To manage the appointment of officials for Club managed meets ie Club Championships, Bells Meet, D’Orsogna Christmas Cup.</p> <p>To establish a SWA officials accredited presence in our club (ie., arranges for parents to be trained as SWA officials).</p>
Club Captain Male & Female	<p>To represent the club as required and be a role model and inspiration source to motivate swimmers. To represent the swimmers to the Committee as required.</p>
Vice Club Captain Male & Female	<p>Assist the Club captains to represent the club as required and be a role model and inspiration source to motivate swimmers.</p>