

# Club President

## Description

*The President of the club will provide overall leadership and be responsible for the leading of the committee and the performance of the organisation.*

## Responsibilities

- Chair Committee meetings ensuring that they follow an agenda and are correctly recorded with minutes being archived.
- Lead the committee in ensuring strong Club governance
- Be a role model for the club, providing the club with a positive image at external functions
- Assist in the development of partnerships with other clubs, state associations, national sporting bodies, potential sponsors and funding organisations.
- Work with the committee to manage any paid employees including but not limited to recruitment, selection, performance management, contracts and salaries.

## Attributes

- Have a strong level of experience in committee constitution, rules and duties
- Have a wealth of knowledge in sporting organisations, their activities and be able to provide guidance and leadership.
- Be able to listen to the feedback and views of members and other interested parties
- Be a positive role model and competent public speaker
- Have the ability to forward plan and lead the club to reaching its short term and long term goals.

# Club Vice President

## Description

*The Club Vice-President will support the club President in providing leadership to the club overall including organising the committee and over-seeing the performance of the club. The Vice-President will step into the Presidents role in their absence and can often be considered a successor when the role becomes available.*

## Responsibilities

- In any event that the President is unable to fulfil their duties, the Vice President will step into that role.
- Chair Committee meetings in the Presidents absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived.
- Support in leading the committee and ensuring strong Club governance
- Be a role model for the club, providing the club with a positive image at external functions
- Assist in the development of partnerships with other clubs, state associations, national sporting bodies, potential sponsors and funding organisations.
- Support the committee to manage any paid employees including but not limited to recruitment, selection, performance management and salaries.

## Attributes

- Have a strong level of experience in committee constitution, rules and duties
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# Club Treasurer

## Description

*The Club Treasurer is responsible for the financial supervision of the club which allows the committee to focus on providing strong governance of the club. The Club Treasurer will link largely with the President providing financial updates and reports to allow them to best manage the financial security of the club.*

## Responsibilities

- Develop and provide reports on all of the clubs financial affairs
- Be the lead on the annual financials process for the AGM
- Support the President in the development of the Club Plan by being able to provide support on financial planning
- Support any required auditing processes
- Be responsible for any incoming funds and external payments including funds, grants, salaries and wages
- Maintain accurate online records for all financial income and expenditure
- Provide relevant financial reports at committee meetings
- Maintain the Club's Assets register

## Attributes

- Has a financial background and expertise
- Has the ability to develop and maintain accurate financial records
- Trustworthy/Honest to be dealing directly with club financials and petty cash
- Strong computer skills
- Excellent communication skills
- Well organised and an efficient worker

# Club Secretary

## Description

*The Club Secretary will be the chief administration officer at the swimming club and will be the link between members, prospective members, the committee and also external organisations.*

## Responsibilities

- Responsible for ensuring that club documentation exists and is maintained to comply with any legal requirements
- Ensure any club and committee minutes and data are recorded and maintained.
- Manage all employee and volunteers' documentation and any qualifications or mandatory police checks are kept valid in accordance with the relevant body's recommendations.
- Prepare Committee meeting agendas and forward not less than 4 days prior to the meeting.
- Record the meeting minutes ensuring distribution and necessary sign off.
- Be the designated point of contact to receive communication from members, prospective members and any other parties regarding club matters.
- Manage club correspondence and communication with members, Area Associations, State Associations and National Sporting Organisations.
- Ensure the club meets and follows its own and the State/NSO constitution and by-laws.

## Attributes

- An excellent communicator
- Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, Swim Central.
- Can maintain confidentiality on relevant matters
- Be an organised and efficient worker
- Have a strong understanding of the club and sport's rules, constitution and by-laws.

# MPIO (Member Protection)

## Description

*The Member Protection Information Officer (MPIO) is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern. The MPIO provides guidance and advice on club policies and procedures to solve issues within the club.*

## Responsibilities

- Conduct unbiased investigations and make reasonable recommendations. MPIOs provide impartial information about SSF policies, processes and procedures to:
  - any person with a concern arising from an alleged breach, or
  - any person against whom there is an allegation of a breach.
- Monitor and record both complaints and concerns from members;
- Undertake the required courses online:  
<https://elearning.sportintegrity.gov.au/login/index.php>
- Understand and follow Club policies and procedures in relation to Member Protection;
- Understand Swimming Australia's National Integrity Framework  
<https://www.swimming.org.au/resources/swimming-national-integrity-framework>
- Understand the club's complaint handling process;
- Maintain confidentiality for all members;
- MPIOs have no jurisdiction to determine the method of addressing a complaint, make a decision about, or impose any disciplinary measure.
- MPIOs will make contact with the appropriate person/organisation designated to resolve the complaint and pass on pertinent information they have collected.

## Attributes

- Excellent communication and listening skills;
- Strong interpersonal skills;
- Ability to work independently;
- Be an approachable and friendly person;
- Ability to build strong relationships.

# Sponsorship Coordinator

## Description

*The Club Sponsorship Coordinator is responsible for organising all financial support requirements for any required areas of the club as identified by the Executive Committee. This may include a club sponsor, event sponsor and equipment sponsors.*

## Responsibilities

- Liaise with the Executive Committee to identify any sponsorship or funding requirements
- Prepare sponsorship and funding opportunities that meet the clubs needs to propose to the committee for approval.
- Make the committee aware of any funding opportunities
- Maintain records of sponsor details and provide any report required as part of the partnership.
- Ensure the club complies with any sponsorship requirements, such as signage, promotional materials etc.
- Develop and maintain strong relationships with sponsoring organisations
- Provide reports for committee meetings on sponsorship updates including new opportunities, current compliance with existing sponsors and balances available.

## Attributes

- 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.

# Volunteer Coordinator

## Description

*The Club Volunteer Coordinator is responsible for ensuring that the club has enough volunteers available to support the day to day operations of the club. This role will include recruiting, training, supporting and recognising volunteers for a variety of roles throughout the club.*

## Responsibilities

- Work with the Club Committee to establish the volunteer requirements of the club.
- Work with the Club Committee to develop and implement any necessary volunteer resources such as role descriptions, volunteer handbook etc.
- Explore all available opportunities to recruit new volunteers
- Oversee that the necessary volunteering screening is undertaken such as Working With Children Checks and Police Checks.
- Induct new volunteers or support them by arranging shadowing or mentoring opportunities.
- Develop and implement volunteer recognition opportunities, or link in with any external agencies recognition program such as 'Local Legends' which is run by Swimming Australia.
- Attend committee meetings and provide volunteer updates as and when required.

The club Volunteer Coordinator will liaise with the Competitions Secretary to ensure any volunteer requirements are met as part of a local, State or National meet requirement.

## Attributes

- Have the ability to instantaneously develop strong relationships
- Be available at club training sessions to support, meet and induct volunteers
- Have a strong knowledge of the club and sport's rules and guidelines for volunteers.
- An enthusiastic and motivated person.

# Equipment Officer

## Description

*The Equipment officer is responsible for ensuring that the club has enough uniforms and equipment available to support the swimmers of the club.*

## Responsibilities

- Work with the Club Committee to establish and maintain the uniform and Club cap requirements of the club's swimmers, Coaches and supporters.
- Work with the Club Committee and Coaches to ensure the Club has the required equipment
- Have charge of all Club uniforms and arrange safe storage
- Maintain the Club equipment and ensure it is kept in good order
- Maintain a register of equipment and uniform stock and report to committee as required
- Provide an inventory report to the Treasurer as requested
- Develop and maintain relationships with providers of equipment and uniform within the agreed budget allocation
- Attend committee meetings and provide updates as and when required.
- The club Equipment Officer will liaise with the Coach to ensure any uniform requirements are met as part of a local, State or National meet requirement.

## Attributes

- Have the ability to instantaneously develop strong relationships
- Good organisational skills
- Good communication skills
- An enthusiastic and motivated person.



# Publicity Officer

## Description

*The Club Publicity Officer is responsible for the ongoing publicity campaign to raise the Club's profile and provide regular reports and news items on Club news and opportunities.*

## Responsibilities

- Act as a spokesperson for the Club
- Investigate and identify potential promotional opportunities for the Club
- Ensure the Club is promoted to the public as well as news and opportunities being distributed to members via newsletters, Club notice board, Club social media and Club website
- Communicate information and publicise the Club's activities through a variety of social, local and community media.
- Provide a report of any media coverage the Club has received as required
- Execute a results-driven social media strategy
- Develop and curate engaging content for social media platforms
- Monitor social medial channels for industry trends
- Interact with users and respond to social media messages, enquiries, and comments
- Assist in the development and management of social media marketing and influencer marketing strategy
- Be professional, respectful and nice. Always.
- Abide by the Club's Social Media Policy

## Attributes

- Enthusiastic, professional and well organised
- Passion for social media and proficiency with major social media platforms and social media management tools
- Strong copywriting and copy editing skills
- Be a strong communicator
- Be a positive ambassador for the club
- Confident and imaginative
- Impeccable time management skills with the ability to multitask