



Job Descriptions for Club Officials

- **Chairman**
- **Secretary**
- **Treasurer**
- **Membership Secretary**
- **Gala Secretary**
- **Welfare Officer**
- **Health & Safety Officer**
- **Press / Publicity Officer**
- **Fundraising / Sponsorship Officer**
- **Equipment Officer**



Chairperson

Role

The Chairperson is seen to be the figure head and is responsible for the effective day-to-day running of the Club. To effectively chair and lead meetings within the Club, be responsible for the making key decisions and leadership within the Club, in consultation with other committee members. To be responsible for the implementation of good practice and child protection policies within the club.

Main Duties

- To chair and control the meetings of the management committee, in particular:
 - To preserve order
 - To take care that the proceedings are conducted in a proper manner
 - To ensure that the sense of the meeting is properly ascertained concerning any question which is properly before the meeting
- To be involved, where appropriate, in the coordination of all club activities
- To provide direction for the Club by effective leadership and management
- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club personnel
- In conjunction with the Secretary present the annual report
- In conjunction with the Treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of Meetings
- Keep up to date on Swim Wales laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the Treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee.
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy.



Secretary

Role

The Secretary of a club provides the central point of administration, information and communication. It is the Secretary who initially deals with all correspondence and communications, and is a key person to the smooth running of a club. The Secretary is also a link between members, potential members and external organisations e.g pool operators, local authorities. The Secretary should report to the Chairperson.

Main Duties

- Deal with the day to day running of the club including all correspondence
- Act as a main contact point for coaches, parents and swimmers.
- Call committee meetings and AGM, prepare agenda, take minutes and provide officers with copies
- Liaise with Pool regarding bookings
- Book venues for Committee Meetings and AGM
- Act as the main point of contact for club for the county, regional and Swim Wales
- Represent the club at meetings
- Distribute information as and when required
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Treasurer

Role

The Treasurer of the club is responsible for producing and managing the clubs accounts and finances, and should report to the Club Chairperson. The role will include being responsible for all income and expenditure for the club.

Main Duties

- Responsible for all club finances through ensuring adequate accounts and records exist.
- Plan the annual budget in agreement with the club committee and monitor throughout the year.
- Issue receipts and keep records of all monies received
- Ensure that funds are used appropriately
- Maintain up to date records of all transactions and records of income and expenditure
- Prepare end of year accounts and present to the auditor and management committee.
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Membership Secretary

Role

To be responsible for collection and safe storage of all membership details and responsible for membership return to Swim Wales / ASA

Main Duties

- Collect and record annual subscriptions and fees
- Collect all annual membership forms
- Record all membership details on secure database, following Data Protection Guidelines
- Report to Management Committee on membership numbers and makeup
- Prepare and present annual membership report to AGM
- Complete and return all required membership information to the Swim Wales / ASA and act as contact for Swim Wales / ASA regarding queries
- Issue Swim Wales membership cards to each member
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Gala Secretary

Role

To be responsible for the club's annual fixtures list

Main Duties

- In conjunction with the Head Coach produce an annual plan for Gala swimming and then to be agreed by the committee.
- Arrange poolside support for all galas.
- Arrange transport as necessary.
- Manage and administrate the gala entry process.
- Maintain a log of results for all galas attended.
- Arrange the dates for the club championships.
- Arrange poolside support for the club championships.
- Manage and administrate the club championship entry process.
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Welfare Officer

Role

To be responsible for the implementation of good practice and child protection policies within the club

Skills

- Approachable
- Good listener
- Good communication
- Tactful and discreet

Main Duties

- To ensure all possible child protection concerns (urgent and non-urgent) are dealt with following the Swim Wales Child Protection Guidelines (Y Plant document)
- To maintain, administer and manage the completion of the CRB check forms
- To be aware of the Child Protection Policies and Procedures of Swim Wales and to receive all updates of this nature
- To raise awareness of good child protection practice with the teachers and coaches through Swim
- To ensure volunteers (other than teachers and coaches) within the club are introduced to good child protection practice through the NSPCC module, Keeping Children Safe in Sport.
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Health & Safety Officer

Role

To ensure the facilities and equipment provided to and by the Club meet the relevant standards

Main Duties

- Liaise with pool and facility providers to ensure that all facilities used by the club meet with Health & Safety requirements
- Ensure all equipment used by the club is maintained in a safe condition at all times
- Make sure all members are familiar with the location of the Club accidents/incident book and are aware of the need to complete appropriate entries
- Be aware of the Emergency Action Plan (EOP) and Normal Operating Procedure (NOP) and ensure that all coaching / teaching staff and officials are conversant with them
- Prepare a Risk Assessment for all club activities
- To investigate all matters relating to safety
- Advise the Club Committee of any areas of concern regarding Health & Safety issues
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Press / Publicity Officer

Role

To Promote and Publicise, in a positive way all aspects of the club

Main Duties

- Establish working relations with local media
- Produce informative and unbiased press releases with regards to all the club's events as and when appropriate information is available
- Report on club events (internally and externally)
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Fundraising / Sponsorship Officer

Role

To lead and develop opportunities for funding, grants and sponsorship into the club.

Main Duties

- To identify and target sources of funding for the club in association with the club's development plan
- To prepare funding bids in partnership with club committee members as appropriate
- To establish and develop effective working relationships with key local funding providers
- To develop a sponsorship proposal(s) for the club in association with the club's development plan
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy



Equipment Officer

Role

To be responsible for all merchandising activities.

Key Responsibilities

- Maintain the clubs equipment at Chirk Leisure Centre and Moreton Hall pools and reorder as necessary
- Take orders for club swimming costumes, hats, jackets etc
- Keep up to date list of sizes and prizes
- With Health & Safety Officer, take responsibility to investigate damage to club equipment and equipment belonging to others
- Keep an inventory of all club equipment and stock
- Abide by and promote all club policies.
- Follow and promote the Swim Wales Child Protection policy