

## CITY OF DERBY SWIMMING CLUB

### JOB DESCRIPTIONS for Club positions.

These job descriptions are included on this web site to give members of the club an idea as to the work they can do as a volunteer to help the club and therefore their own and other children who are swimmers at the club. It would be greatly appreciated if anyone interested in helping would contact the club secretary to indicate his or her willingness to help.

**The President** of the Club acts as Chairman of the Annual General Meeting or any Special General Meeting, with voting power and a casting vote, although the President may delegate rights to the Chairman to run any meeting. The current President is a lifetime appointment.

**The Chairman** of the Club presides at all Executive Committee meetings and at the Annual General Meeting and any Special General Meeting should the President request or be absent and absence of the President.

Promotes the Club through liaison with external bodies.

Liaises with all Club volunteers, helpers, Coaches and Teachers to ensure that their needs are being met

Along with the Secretary and Treasurer forms the Club Executive, any two of who may initiate immediate action prior to approval of full Executive Committee.

**The Hon. Secretary** deals with correspondence, takes and circulates minutes of meetings, as well as being the contact with County, District and National bodies, local authorities and various sports development initiatives.

Acts as focal point for all communication within and outside the Club.

Maintains adequate records of communications, contracts and club activities.

Ensures that all communication received is brought to the attention of the relevant member(s) of Committee.

Ensures that papers and minutes for Committee meetings, Annual General Meetings and Special General Meetings are distributed and retained in accordance with the Club Rules.

Reports correspondence of interest to the Club Committee at meetings, highlighting where decisions need to be made.

Arranges times and venues of Club meetings.

Reports any Executive actions taken since the previous Committee meeting to Committee.

Along with the Chairman and Treasurer forms the Club Executive, any two of who may initiate immediate action prior to approval of full Committee.

**The Hon. Treasurer** handles the Club's finances, planning budgets, advising the Committee on fees, maintaining records, and arranging for proper accounts to be kept and audited. He/she pays bills, reimburses expenses incurred, reports the Club's financial situation to the Committee and is responsible for purchasing on behalf of the Club. The Treasurer also handles pool bookings for training time, these being one of our major items of expenditure.

Acts as the focal point for all financial matters within the Club.

Maintains adequate records of financial transactions.

Ensures that due fees are collected in a timely manner and invoices paid.

Produces an Annual Finance Plan and reports on progress of the Plan at Club Committee meetings.

To produce audited Annual Accounts.

Liaises with other members of the Committee to facilitate funding of the Club.

Authorized to commit the Club financially, including pool bookings, purchases, and financial support of events or individuals.

Along with the Chairman and Secretary forms the Club Executive, any two of who may initiate immediate action prior to approval of full Executive Committee.

**The Hon. Social Secretary** is responsible for the organization of social and fund raising events, including the room-hire and entertainment side of the Presentation Evening.

Organizes activities where members and their families can interact socially outside the swimming training forum.

Identifies and initiates activities which may be used to raise additional funds for the Club.

Provides reports of social activities to the Club Committee.

Encourages members to participate in activities to promote the feeling of being a part of a successful swimming club.

**The Hon. Membership Secretary** is responsible for maintaining membership records, waiting lists, and lists of Trialists, for the collection of monthly and annual fees, and for overdue accounts. He/she is also responsible for swimmer and officials' Registrations, and for reporting on the membership situation to the Committee and for the purposes of affiliation to County and District bodies.

**The Hon. Swimming Secretary** is responsible for all swimming-related matters, covering both training and competition. This includes the annual fixture programme, gala attendance and selection policy, Open Meet, League, County, District and National competition entries, as well as the organization of home galas, including time trials, the Club Championships and home team galas. The arrangement of Officials, Team Managers, door, drinks, raffles, etc., falls within this remit.

Ensures, in conjunction with the Chief Coach, that a balanced programme of competition is available to all swimmers of appropriate age and ability.

Ensures that notices advertising galas are posted on Club notice boards, giving adequate notice for competitors.

Collates entries received for competitions, ensures completeness of entry forms (including Club Teams) and submits with appropriate fees to hosting organizations. Collects fees from individuals, banks, and keeps records for the Club Treasurer.

Arranges times and venues for Club Galas, Time Trials, etc.

Acts as Meet Coordinator for events hosted by the Club.

Arranges for the maintenance of a pool of suitably qualified Officials and for the supply of appropriate officials for meets attended by the Club.

**The Hon. Safety, Welfare and Child Protection Officer**

is the Club's nominated person responsible for Health, Safety and Child Protection and Welfare issues.

Maintains, administers and manages the process for completion of CRB check forms.

Maintains awareness of the Child Protection Policies and Procedures of the ASA. Raises awareness of good Child Protection practice with Club officials, coaches, teachers and members.

Receives all updating information and ensures that any recommendations are integrated into Club Policy.

Ensures that ASA Child Protection Policy and Procedure is followed by the Club.

Ensures promotion of Swimline.

Ensures that all Club activities are carried out in a safe manner, including the arrangements for appropriate Safety Officer cover

**The Hon Swim 21 Officer**

is the Clubs Officer responsible for Chairing any Swim 21 Sub Committee

Liaising with the RDO and other relevant outside bodies

Organising continued .