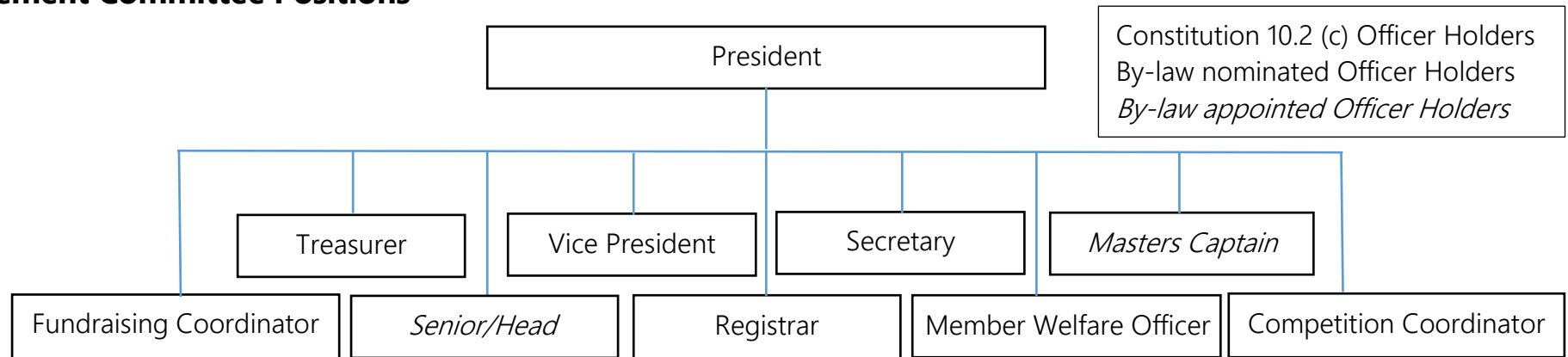
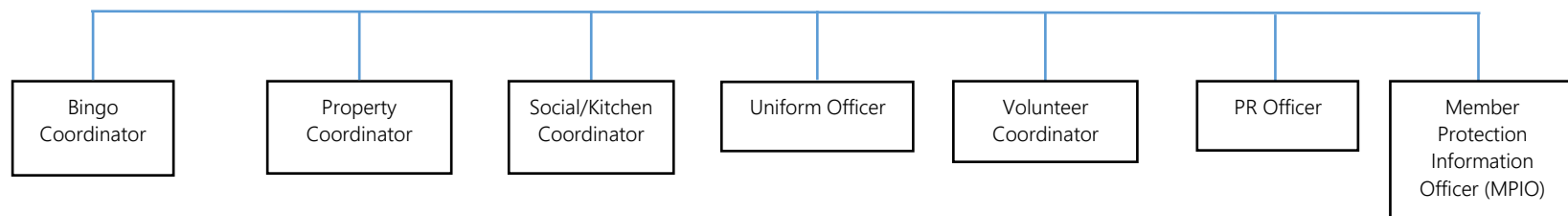


## Northam Swimming Club Committee Structure

### Management Committee Positions



### Club Non-Committee Positions



### Club Delegate Positions

- 2x 'Region 3 – Wheatbelt' Delegates
- 1x SWA Delegate (+1 Proxy)

## Management Committee

### Member Welfare Officer

The Member Welfare Officer will be the first point of contact for any new or potential members, volunteers and external parties engaging with the club. The role is to ensure any member or visitor is welcomed and provided with an induction, introductions and information on the club as necessary.

The Member Welfare Officer will create an initial enjoyable club experience by ensuring Members feel connected to the Club and comfortable at social events. The Member Welfare Officer will monitor Member retention and provide the committee with information on any potential issues at the club.

#### Responsibilities:

- Act as the first point of contact when new members engage and arrive for their first club interaction;
- Ensure all new members have the required club induction and are provided with all relevant information;
- Provide new members with a welcome pack and information on club uniform;
- Coordinates communication with club members;
- Be a role model for the club, providing the club with a positive image at external functions;
- Follow up with members who leave the club to gain feedback on their experience and return club equipment;
- Monitoring current Members and ensuring their wellbeing is looked after.

#### Attributes:

- Be an approachable and friendly person who can develop relationships easily;
- Be available to attend regular club activities including training sessions;
- Be able to listen to the feedback and views of exiting members and report accurately back to the committee;
- Be a positive role model and competent public speaker;
- Be accepting of all people and keen to develop inclusive and diverse member base.

## Management Committee

### Competition Coordinator

The Competition Coordinator is responsible for organising club competitions and competition participation in consultation with the Club Registrar and Coaches. This will include club time trails, Northam Open and Country Pennants.

#### Responsibilities:

- Arrange all aspects of running the club swimming competitions
- Oversee the conduct of all club competitions
- Prepare competition programmes in cooperation with key officials
- Coordinate key staff for all competitions
- Liaise with pool staff and all other officials
- Coordinate all aspects of team travel and competition participation
- Liaise with coaches and other staff attending competitions
- Provide a point of contact between swimmers and other swimming officials
- Attend pre-meet briefings and discuss all details with parents and coaches
- Works with the Uniform Coordinator to organise outfitting and supply of apparel and equipment to all swimmers, coaches and other officials
- Conduct an evaluation after all competitions and report to the club committee
- Have a copy and be familiar with Swimming WA and Swimming Australia competition rules

#### Attributes:

- Be organised and professional;
- Develop strong working relationships with external parties;
- Be a strong communicator;
- Be a positive ambassador for the club;
- Have the ability to plan and ensure both immediate and long term objectives are met

## Management Committee

### Fundraising Coordinator

The Fundraising Coordinator is responsible for organising financial support requirements for any required areas of the club as identified by the President. This may include a club event or equipment sponsor.

#### Responsibilities:

- Liaise with the President to identify sponsorship or funding requirements and/or grant opportunities;
- Prepare sponsorship and funding proposals for the Club;
- Inform the committee of potential 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.;
- Ensure the club complies with Dept of Racing & Gaming requirements for bingo' and informs the committee of bingo fundraising progress
- Develop and maintain strong relationships with sponsors;
- Provide reports for committee meetings on sponsorship updates including new opportunities, current compliance with existing sponsors.

#### Attributes:

- Be organised and professional;
- Develop strong working relationships with external parties;
- Be a strong communicator;
- Be a positive ambassador for the club;
- Have the ability to plan and ensure both immediate and long term objectives are met;
- Be creative in analysing new ways to gain and satisfy sponsors.

## Management Committee

### Registrar

The Registrar is responsible for all administration work in relation to competitions and membership. The Registrar will become the point of contact to members for the club in relation to local, State and National level competition ensuring swimmers have the ability to access and enter the competitions.

The Registrar is responsible for providing competition entry details, compiling entry requests, managing the membership database and confirming meet acceptances with coaches and swimmers. The responsibility of organising technical officials and volunteers to support the competitions may also sit with the registrar, but in other committee formats, the responsibility may be with the Volunteer Coordinator.

#### Responsibilities:

- Be the point of contact for all competition related enquiries from internal and external persons and organisations;
- Establish relationships with local clubs, Swimming WA and Swimming Australia;
- Support the head coach and committee in establishing a competition calendar;
- Be the lead organiser for any own club run competitions;
- Find the necessary volunteers to support competitions as required;
- Provide competition updates at committee meetings as required;
- Advertise, promote and submit competitions and swimmer entries;
- Maintain membership database and registration of members and presents nominations for club membership for ratification by the committee as part of a standing agenda item at Management Committee meetings.

#### Attributes:

- Efficient and strong organisational skills;
- Have the ability to forward plan and provide the necessary information to the committee and head coach;
- Be an excellent communicator;
- Be competent with Microsoft Office Software and any other required software e.g. Meet Manager, My Swim Results and Club Lane;
- Have a strong understanding of the club and sport rules;
- Reliable and able to maintain confidential membership information.

## Management Committee

### Treasurer

The Treasurer is responsible for the financial supervision of the Club thereby allowing the committee to focus on providing strong governance of the Club. The 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 Club's financial affairs;
- Be the lead on the annual financials process for the AGM;
- Support the President in the development of the strategic 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, reimbursements/honourariums ;
- Maintain accurate records for all financial income and expenditure;
- Provide relevant financial reports at committee meetings.

#### Attributes

- Financial experience, preferably in a professional capacity;
- Has the ability to develop and maintain accurate financial records;
- Ability to secure and maintain financial data;
- Strong computer skills;
- Excellent communication skills;
- Well organised and an efficient worker.

#### Knowledge

- Have read and understood requirements of Associations Incorporation Act 2015
  - Part 5 - Financial records, reporting and accountability

## Management Committee

### Secretary

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

#### Responsibilities:

- Responsible for ensuring that club documentation exists and is maintained to comply with any legal requirements;
- Record and maintain club and committee minutes and data.
- Prepare Committee meeting agenda's and record the subsequent 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, State Associations and national sporting organisations;
- Ensure the club meets and follows its own and the State/NSO constitution and bylaws

#### Attributes:

- Be an excellent communicator;
- Be competent with Microsoft Office Software and any other required software e.g. My Swim Results and ClubLane;
- Can maintain confidentiality on sensitive matters;
- Be an organised and efficient worker;
- Have a strong understanding of the Club and sport rules, constitution and bylaws;

## Management Committee

### Vice President

The Vice President will support the President in providing leadership within the Club including organising the committee and overseeing the performance of the Club. The Vice President will step into the President's role in his/her absence.

#### Responsibilities:

- In any event that the President is unable to fulfil their duties, the Vice President will step into the role;
- Chair committee meetings in the President's 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 experience in sports administration association rules and duties;
- 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 stakeholders;
- 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;
- Willingness to learn and develop governance skills.



## Management Committee

### President

The President will provide overall leadership and direction of the Club, as well as be accountable for performance of the organisation.

#### Responsibilities:

- Chair committee meetings, ensuring they follow an agenda and are correctly recorded with minutes distributed to all committee members and are safely 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 and salaries;
- Manage the overall running of the Club;
- Develop documentation and ensure it is kept up to date i.e. constitution, by-laws, strategic plan, policies etc.

#### Attributes:

- Have experience in sport administration, association rules and duties;
- Knowledge of sporting organisations, their activities and be able to provide guidance and leadership;
- Be willing to listen to the feedback and views of members and other stakeholders;
- Be a positive role model and competent public speaker;
- Have the ability to plan and lead the Club to reaching both short and long term goals.

## Club (non-Committee) Management

### Club Health and Safety Officer

The Club Health and Safety Officer will coordinate the required training and maintain the policy and procedure requirements for all employees and volunteers at the club. This role should be occupied by someone who is around the club during the majority of training sessions and club run events.

#### Responsibilities:

- Lead the club to ensure it meets the minimum requirements, at least, to comply with local, state and national health and safety guidelines;
- Ensure all committee members have the required police and working with children checks and that these are maintained in alignment with the associated body guidelines;
- Ensure the Club complies with the pool provider contractual requirements – this may require always ensuring there is a First Aid Officer on pool deck during training sessions;
- Organise any required First Aid training for Committee Members or volunteers;
- Provide relevant updates to the committee on the clubs health and safety status;
- Be responsible for the recording and filing of any injury or incident reports.

#### Attributes:

- Experience in Health and Safety operations;
- Ability to lead in Health and Safety, guiding the committee and club into cases of best practice;
- Strong understanding of operating plans, emergency plans and evacuation procedures as well as any individual roles and responsibilities within the plans;
- Strong understanding of procedures and policies along with their importance e.g. Health and Safety policy, First Aid policy, lightning policy;
- Excellent communicator with the ability to lead, train and support others.
- Understand the facility and club's emergency plan and evacuation procedures.

## Club (non –Committee) Management

### Member Welfare Officer

The Member Welfare Officer will be the first point of contact for any new or potential members, volunteers and external parties engaging with the club. The role is to ensure any member or visitor is welcomed and provided with an induction, introductions and information on the club as necessary.

The Member Welfare Officer will create an initial enjoyable club experience by ensuring Members feel connected to the Club and comfortable at social events. The Member Welfare Officer will monitor Member retention and provide the committee with information on any potential issues at the club.

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- Monitoring current Members and ensuring their wellbeing is looked after.

#### Attributes:

- Be an approachable and friendly person who can develop relationships easily;
- Be available to attend regular club activities including training sessions;
- Be able to listen to the feedback and views of exiting members and report accurately back to the committee;
- Be a positive role model and competent public speaker;
- Be accepting of all people and keen to develop inclusive and diverse member base.

## Club (non-Committee) Management

### Member Protection Information Officer

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:

- Monitor and record both complaints and concerns from members;
- Provide support for all members;
- Provide information and options for member behaviour;
- Attend the required courses, MPIO network events and forums relating inappropriate behaviour;
- Understand and follow Club policies and procedures in relation to Member Protection;
- Understand the Swimming WA and Swimming Australia Member Welfare and Child Welfare policy;
- Understand the club's complaint handling process;
- Mediate complaints at an informal and formal level;
- Be accessible and approachable to all members;
- Maintain confidentiality for all members;
- Provide relevant persons with the appropriate reports/documentation resulting from mediations;
- Conduct unbiased investigations and make reasonable recommendations.

#### Attributes:

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

## Club (non-committee) Management

### Publicity and Promotions Officer

The Publicity and Promotions Officer is responsible for coordination of media, PR and communication needs of the club. This role will include development and maintenance of the club website, assisting the Secretary develop the club communication strategy.

#### Responsibilities:

- Develop and implement a public relations program
- Ensure that the club receives maximum promotional exposure
- Submit all club results at occasions prescribed by the association
- Write media releases concerning upcoming events, personalities or club events
- Coordinate arrangements for press media coverage of club news releases on functions, staff changes, athletes and recruits
- Assist in the publication of club newsletters and reports
- Assist in the development of a program for the recruitment and retention of financial supporters to the club
- Act as a liaison person for the media at all events
- Be familiar with all media personnel
- Develop a strategy to better market and promote the club
- Provide the members of the association with appropriate exposure to the public through marketing
- Arrange for sponsorship of teams and or advertising of the club through the association magazine/newsletter
- Liaise with other committee members regularly
- Disperse State and National promotional material information to club members

#### Attributes:

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

## Club (non-committee) Management

### Property Coordinator

The Property Coordinator is responsible for organizing and maintaining club property. This role will include maintaining historic club records and trophies for the club.

#### Responsibilities:

- Property Manager is responsible to ensure that each training squad has adequate equipment during the season.
- Ensure the training equipment and first aid kits are kept fully stocked.
- Property Manager in consultation with the President, Treasurer and Secretary can order and purchase additional equipment.
- The Property Manager works with coaches to ensure that each squad has appropriate training equipment.
- Ensures the club buildings are maintained.
- Maintains club trophy register and releases club trophies for inscription and return in time for club presentation night
- The Property Manager is to maintain an inventory management system and undertake a stock take as at the 30 June each year.
- The Property Manager should provide an inventory holding report for the committee.
- the Property Manager is unable to attend a committee meeting a report must be submitted to the Secretary in writing prior to the scheduled meeting.
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#### Attributes:

- Be an organised and efficient worker;
- Have a strong understanding of the Club and sport rules, constitution and bylaws;
- Be enthusiastic and motivated.

## Club (non-committee) Management

### Uniform Coordinator

The Uniform Coordinator is responsible for organizing and sale of club uniform items for members. This role will include support in development of uniform for the country pennants team the club.

#### Responsibilities:

- Attend registration/training days to take new uniform orders
- Liaise with uniform supplier as required
- Liaise with Treasurer regarding uniform payments from members and to supplier. Distribute orders once full payment received and issue receipts as proof of payment
- Manage second hand clothing pool
- Keep management committee up to date on all details
- Attend all general and committee meetings
- Review uniform costs and pricing, in consultation with the committee on an annual basis
- Complete annual stock take of uniforms

#### Attributes:

- Be an organised and efficient worker;
- Have a strong understanding of the Club and sport rules, constitution and bylaws;
- Be enthusiastic and motivated.

## Club (non-committee) Management

### Volunteer Coordinator

The Volunteer Coordinator is responsible for recruiting volunteers and managing their availability for 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:

- Establish the volunteer requirements of the club;
- Develop and implement any necessary volunteer resources such as role descriptions, volunteer handbook etc.;
- Explore opportunities to recruit new volunteers;
- Oversee the necessary volunteering screening is undertaken such as Working With Children Checks and Police Checks and maintain database;
- Induct new volunteers or support them by arranging shadowing or mentoring opportunities;
- Develop and implement volunteer recognition opportunities, or link in with an external agencies recognition programme such as Swimming WA Volunteer of the Month;
- Attend committee meetings and provide volunteer updates as and when required;
- The Volunteer Coordinator will liaise with the club Registrar/Events Coordinator to ensure any volunteer requirements are met as part of a local, State or National meet requirement.

#### Attributes:

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



