

Phoenix Masters Swimming Club Inc

The Club is an incorporated Not for Profit organisation. It operates subject to its Constitution and the Rules and Policies of Masters Swimming Australia and MSSA. All Club positions are declared vacant at the Club's AGM.

Role Descriptions

President

- Chair all Club and Committee meetings
- Provide reports to the Club's AGM and to MSSA
- Represent the Club at all relevant functions and forums
- Communicate (through the Secretary when appropriate) with members and other relevant organisation
- Ensure that the operations of the Club promote the objective of Masters Swimming while maintaining the Club's financial viability
- Ensure adherence to the policies and guidelines of Masters Swimming
- Delegate to other members as appropriate
- Act as a signatory to the Club account

Vice President

- Fill the role of President in the absence of the President
- Assist the committee to plan activities to achieve agreed goals
- Fill other roles within the committee as agreed
- Act as a signatory to the Club account

Secretary

- Coordinate and prepare agendas for committee meetings and Club meetings
- Take minutes of all Club meetings and ensure that agreed outcomes from meetings are pursued.
- Ensure that all significant Club activities are approved by the committee and minuted
- Create Club reports as required
- Maintain the Club's corporate records with appropriate backup
- Maintain Club emails and email contact lists

- Communicate with Club members and other organisations through email and other media
- Respond to all Club emails and other queries promptly
- Assist with Grant applications and the administration of any Grant received
- Retain records of the roles filled by the committee and assist with a Club succession plan
- Act as a signatory to the Club account

Treasurer

- Is responsible for the overall financial management of the Club
- Maintain accurate financial records and reports and make the same available to the committee, the members at the AGM and any auditor appointed by the Club
- Ensure that all Club money is banked and that all approved accounts are paid
- Ensure that all payments from Club funds are approved by the committee
- Maintain an inventory of the Club's property
- Assist in the making of any Grant applications by the Club and maintain records of expenditure against any Grant received
- Assist the Registrar in accounting for membership fees
- Act as a signatory to the Club account

Coaching coordinator

- Report to the committee on the conduct of Club training sessions
- Ensure that the Club has an annual coaching Plan
- Ensure that any Club coach has current coaching and safety qualifications
- Ensure that all Club training sessions have a qualified coach in attendance
- Make recommendation to the committee on any remuneration for the coaching of Club sessions
- Assist the Club in establishment and maintenance of a process an annual selection for the appointment of coaches (a selection process is suggested in conjunction with the AGM as this avoids the problem of long term appointments which may be difficult to end).
- Ensure that systems are in place to notify the committee of any injuries sustained by swimmers at Club sessions are properly reported.

Registrar

- Ensure that the member registration portal is up to date and that all payments have been correctly processed
- Process any transfer requests
- Report to the committee in relation to all membership categories
- Communicate with members through the portal in relation to membership renewals

Club Captain/Safety Officer

- Promote all upcoming swim meets and Open water Swim events
- Plan the Club's targeted events and work with the Coaching coordinator to ensure that the coaching plan has an appropriate focus
- Assist any new competitors with competition procedures
- Organize team relays at Swim meets
- Publish all swim meet and OWS results to members via social media in conjunction with other members
- Maintain Club Records

Member Protection Information Officer

- First point of contact for a person reporting a complaint of a breach of any of the policies adopted by the Club.
- This Officer of the Club will be aware of all relevant policies and will provide impartial and confidential support to any person making a complaint.

Uniforms

- Coordinate the production and ordering of Club uniforms and merchandise
- Promote sales and record member orders
- Arrange for the payment of invoices by the Club and the collection of member payments in conjunction with the Treasurer
- Maintain list of suppliers

Social

- Coordinate the Club's social activities
- Delegate or act jointly with other members to arrange planned events
- Ensure that all events are publicized to members.

Website

- Establish and maintain the Club's website
- Ensure that the currency of all content is up to date
- Add new items at the request of the committee.

Social media

- Coordinate the access to Club Facebook and members only pages
- Ensure that other social media are used to promote the Club
- Ensure that only appropriate posts are permitted / remain on Club media pages
- Use social media to promote Club events and competitions in conjunction with other members

Endurance 1000

- Coordinate the Club's participation in the E1000 program
- Liaise with the Coaching coordinator to integrate with Club sessions
- Retain swim records and enter into the database.
- Promote outcomes and achievements to members