

| | Proposed Role Description |
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| Management Committee | <ol style="list-style-type: none"> 1. The Club Management Committee (CMC) are the members described in Claus 14.1 of the Constitution as executive and non-executive positions. 2. The CMC ensures the requirements of the Constitution are implemented. 3. Non-executive positions may vary from year to year depending on the requirements of the club 4. The number and name of the non-executive positions for the coming year will be determined by the CMC in preparation for the Annual General Meeting. |
| President | <p>President (Executive position)</p> <ol style="list-style-type: none"> 1. Guide achievement of the Purpose and Functions of BSM (Constitution s3 Purpose s4 Objectives). 2. Chair all meetings of the CMC (Constitution s3 Meetings of the CMC) 3. Support members of CMC in achieving their role requirements. 4. Communicate to achieve an informed, friendly and enthusiastic environment both within the Club and in its outside relationships. 5. Coordinate the club’s communications approach using a variety of media including website, newsletter, email and social media. 6. Assist the Secretary in handling correspondence especially by email and text. 7. Work with the Secretary and Registrar as required to ensure prospective members are provided with information, encouragement and introduction to swimming with BSM. |
| Vice President | <p>Vice President (Executive position)</p> <ol style="list-style-type: none"> 1. Assist in the President’s role. 2. Stand in for the President as appropriate. |
| Secretary | <p>Secretary (Executive position)</p> <ol style="list-style-type: none"> 1. Ensure smooth running of CMC meetings (s17) and the Annual General Meeting (s19) through providing notices of meeting, draft Agenda, Agenda papers and Minutes and providing guidance on requirements of the Constitution in relation to Meetings. 2. Manage and report on Correspondence on behalf of the CMC and in liaison with the President. 3. Make all arrangements for the AGM to meet requirements of the Constitution s19 and submit the annual return required from incorporated associations. 3. Work with the President and Registrar as required to ensure prospective members are provided with information, encouragement and introduction to swimming with BSM. |

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| <p>Treasurer</p> | <p>Treasurer (Executive position)</p> <ol style="list-style-type: none"> 1. Maintain true and correct financial records (Constitution s23) in digital form and achieve a favourable annual Audit as required for Incorporated Associations 2. Ensure timely approval and payment of accounts (Constitution s23) 3. Manage the interface with the club’s bank including the currency of signatories, the limits and security of accounts and credit cards. 4. Maintain a register of assets (Constitution s24) 5. Present a detailed statement of finances showing balances of accounts, details of amounts received and amounts paid out, at the regular meetings of the CMC (Constitution s23). 6. Archive finance records and Agenda, Agenda papers and minutes of all CMC and AGM meetings. 7. At the designated date set for the end of the financial year shall have the books of account closed off, annual statements of affairs prepared and presented for audit. |
| <p>Assistant Treasurer</p> | <p>Assistant Treasurer (Non-Executive position)</p> <ol style="list-style-type: none"> 1. The main focus of the Assistant Treasurer is as “Cashier” to collect record receipt and transfer to the bank, club swim session fees and other payments received in person from members e.g. for club gear or meet entry. 2. Record the names of swimmers and the amount paid and provide CMC members with a list of those swimmers. 2. Liaise with and assist the Treasurer. |
| <p>Registrar</p> | <p>Registrar (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Manage the Registration of new and renewing memberships using the national electronic system. 2. Maintain a club recording system to maintain details of application forms and associated declarations. 3. Propose admission of new members to CMC (Constitution s10) and advise registrants of the result. 43. Ensure CMC members as appropriate, have up to date membership details to assist in their roles. 5. Manage communication with members about annual renewal of registration and maintain a record of declarations made as part of the registration process. 6. Work with the Secretary and President as required to ensure prospective members are provided with information, encouragement and introduction to swimming with BSM. |

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| <p>Recorder</p> | <p>Recorder (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Provide information about forthcoming Meets to encourage and entries. 2. Facilitates entries preferably online in the MSQ Member Forum by individual members. 3. Working with the Treasurer ensures entry fees from members are received and transferred to the host club. 4. Works as required with the Queensland Branch Recorder and club Recorders. 5. Reports to CMC on the numbers attending meets and suggestions to promote participation in Meets. |
| <p>Co-Captains (2)</p> | <p>A. Co-Captains – for Swim Meets (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Take responsibility for interclub swim meets in respect to attendance ensuring members are in their places for events and to ensure relay teams are submitted. 2. Obtain CMC approval and organise bus transport to meets and hotel type accommodation at meets as approved. 3. Attend on behalf of the club to any disputes which may arise at meets. 4. Liaise with the Club Coach to ensure new members are allocated lanes and that they are not at risk. 5. Liaise with the Club Recorder to promote participation at meets. 6. Provide reports on meets for the Newsletter and for CMC. |
| | <p>B. Co-Captains - for Club Uniforms and Equipment (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Be responsible for the acquiring and sale of items in stock. 2. Shall account to the Treasurer for all moneys and keep suitable records. 3. Conduct a stocktake at the end of each financial year (end February) shall and advise the value of stock on hand to the Treasurer. 4. Oversee the use and storage of equipment, such as training items, banner, and weather cover. 5. Any significant expenditure must be approved by the committee of the club. |
| <p>Meet Director</p> | <p>Meet Director (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Take responsibility for the organisation and smooth running of the BSM annual meet. 2. Arrange with MSQ the year before for it to be a Sanctioned meet. 3. Arrange a contract with Sleeman for the hire of the pool and for arrangements at the meet. 4. Arrange for Queensland Officials to attend. 5. Provide a Flyer to MSQ and to potential swimmers with details of the meet. 6. Arrange for the digital recording of entries and results and the production of a program. 7. Arrange financial support for the meet from sponsors and by means of a raffle organised by the Social Director or another committee member. 8. Arrange for programs, medals and presentation for the meet. 9. Arrange with the Social Director for refreshments to be provided after the meet. 10. Arrange for the Secretary to send out certificates to participants. |

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| <p>Social Director</p> | <p>Social Director (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Be responsible for conducting social events for the club members including those which raise funds. 2. Shall report to the committee at least 6 monthly. 3. Ensure activities involving the outlay of monies must go to the committee before a commitment is made, with a budget plan for the event/s. |
| <p>Web Master</p> | <p>Web Master (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Administer the club domain (bsmswimming.asn.au) including the club mail boxes. 2. Take editorial and legal responsibility for the website content. 3. Maintain a repository of current club documents and forms. 4. Retain indefinitely the historical content of the web site, including but not limited to BSM newsletters, BSM swim meet results, those parts of the photo gallery constituting a virtual honour board etc. 5. In addition to items 3 and 4 above, maintain and add to the content of the web site as directed by the committee. <p>Notes:</p> <ol style="list-style-type: none"> 6. The ability to discharge the task of maintaining currency of content is limited to the information I am supplied with. 7. Initially the web site was intended to be used as a vehicle to attract new members, over time this has become a secondary role, particularly with the club's presence on Facebook. I see the primary role of the web site as being a repository of publicly available club information, in particular a resource available to the membership in general. 8. The web site has been kept simple, without too many moving parts with little change to its structure over time. There are a number of good reasons for this. it is not demanding of internet connection bandwidth or the ability of the user's device to render pages. Maintaining the structure as much as possible means that links and search results over which we have no control are likely to remain viable in the long term. <p>Amendments as per email from DH to CMC, 12.09.16 regarding the Webmasters role description.</p> |
| <p>Safety Officer</p> | <p>Safety Officer (Non-Executive position)</p> <ol style="list-style-type: none"> 1. Ensure any identified serious risks are acted upon. 2. Maintain an Incident register and help the club to be aware of and abide by reporting and other conditions of our insurance policy (arranged by Masters Swimming Australia). 3. Propose CMC policies and action as appropriate and retain a register of safety policies with the incident register |
| <p>Newsletter Editor</p> | <p>Newsletter Editor (Non-Executive position)</p> <p>Prepare and distribute to all members a periodic Newsletter e.g. monthly.</p> <ol style="list-style-type: none"> 2. Liaise with CMC members and others for contributions. 3. Discuss the editorial thrust and any issues with the President. |

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| <p>Head Coach ex-officio</p> | <p>BSM Head Coach (Non-Executive position, also non-voting)</p> <ol style="list-style-type: none"> 1. Possess qualifications and experience acceptable to the committee 2. Be appointed by the Club Management Committee on terms including remuneration agreed from time to time by that committee. 3. Shall be guided by the purpose of the club as stated in the Charter “To encourage adults, regardless of age or ability, to swim regularly in order to promote fitness and improve their general health” and guided by the club’s theme of “fitness, friendship and fun.” 4. Shall provide lane swim programs at swim sessions that: <ol style="list-style-type: none"> a - are professionally based b - are appropriate to the swimmers in a particular lane c - help prepare interested swimmers for competitions 5. Shall provide individual advice including stroke correction advice to each swimmer on a regular basis 6. Shall manage all other aspects of squad training and lane swimming as appropriate on the day. |
| <p>Coach</p> | <p>As agreed with the CMC from time to time and consistent with requirements of the Head Coach</p> |
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