



## Committee Position Description - President

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The role of the President is to provide leadership and responsibility for the committee and club. The President is primarily responsible for ensuring the club sets and meets its goals and objectives, is administered according to its Constitution and Rules, and all legal and compliance obligations are met.

### RESPONSIBILITIES

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.
- Understanding of the legal and compliance obligations of running the club and ensuring these are adhered to.
- Ensuring the necessary policies and procedures are in place and regularly reviewed, to protect the health and safety of all participants including a strong understanding of Victorian Child Safe Legislation and the Swimming Australia National Integrity Framework implementation.
- Arrange planning and ensure the club has clearly defined purpose, goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/s. Work with the committee to monitor, review and ensure progress against strategic priorities.
- Ensuring the club has a clearly defined and set of values to guide decision-making, club culture and behaviour.
- Work with the Treasurer to manage the annual budget and implement financial controls to protect club cash and assets.
- Work with the Grievance Officer to ensure all complaints and disputes are immediately investigated and responded to according to club policies and procedures.
- Manage and chair all committee meetings and the Annual General Meeting efficiently and effectively.
- Regularly consult with committee members, managers and coaches to see how they are going to ensure they fulfil their roles and responsibilities and help them optimise their contribution.
- Work with the executive to manage paid employees including recruitment, retention, salary, performance reviews, and professional development. Ensure employment legal obligations are met.
- Act as a signatory for the club in all legal and financial matters.
- Assist in fostering partnerships with sponsors, funding agencies, shared facility users, Swimming Victoria and other organisations relevant to the goals of the club.
- Represent the club at local, regional, state and national levels in the sport.
- Serve as the spokesperson for the club when required.

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Previous experience in a not-for-profit, volunteer-based organisation leadership role is preferable.
- Experience with planning, operations and financial management.
- Ability to delegate and work collaboratively with committee members.
- Good listener and attuned to the interest of members and other stakeholders.
- Receptive to change.
- Dedicated and good role model in representing the committee and club.



## Committee Position Description – Vice President

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The role of the Vice President is to support the President in providing leadership and responsibility for the committee and club. The Vice President assists and supports the President in ensuring the club sets and meets its goals and objectives, is administered according to its Constitution and Rules, and all legal and compliance obligations are met.

### RESPONSIBILITIES

- To be well informed of all club activities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members.
- Strong understanding of the legal and compliance obligations of running the club and provide support to the President in ensuring these are adhered to.
- Provide support to the President to ensure the necessary policies and procedures are in place to protect the health and safety of all participants including a strong understanding of Victorian Child Safe Legislation and the Swimming Australia National Integrity Framework implementation.
- Assist the President in ensuring the club has a clearly defined purpose, vision and set of values to guide decision-making, club culture and behaviour.
- Support club planning to ensure appropriate plans are developed, presented to and reviewed by the committee, and enacted as required.
- Where needed, step in for the President to chair committee meetings and Annual General Meeting efficiently and effectively.
- Work collaboratively with the other committee members.
- Assist in fostering partnerships with sponsors, funding agencies, shared facility users, Swimming Victoria and other organisations relevant to the goals of the club.
- Be an alternate signatory for the club in all legal and financial matters.
- Represent the club when required, at meetings and forums as agreed by the President.

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Previous experience in a not-for-profit, volunteer-based organisation leadership role is preferable.
- Be forward thinking and committed to meeting the overall goals of the club.
- Ability to work collaboratively with committee members.
- Good listener and attuned to the interest of members and other stakeholders.
- Dedicated and good role model in representing the committee and club.



## Committee Position Description – Treasurer

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The role of the Treasurer is to be responsible for the financial supervision and performance of the club. The Treasurer is required to regularly report on the club's financial status to the committee to inform decision-making, mitigate financial risk, and ensure transparency for members.

### RESPONSIBILITIES

- Coordinate the preparation of the annual budget for the forthcoming year, describing potential sources of income and expenditure. Present to the committee for approval.
- Work with the President to manage the annual budget and implement financial controls to protect club cash and assets.
- Be fully informed about the club's financial position at all times.
- Maintain up-to-date records of all income and expenditure over the course of the year.
- Manage the club's cash flow including issuing receipts, depositing all monies received in the club's bank account and approving payments promptly.
- Prepare and distribute invoices/accounts for services rendered.
- Act as the signatory on the club's bank accounts, cheque accounts, and investment and loan facilities (alongside President and/or Secretary).
- Work with the Secretary to keep accurate record of all membership payments.
- Provide a financial report at each committee meeting aligning with and supporting strategic planning and decision-making.
- Submit tax returns and income tax payments for any paid employees as required.
- Manage employee payrolls if required.
- Acquit funds received from government/other grants in collaboration with the Sponsorship & Grants Coordinator. Submit the necessary financial statements.
- Prepare financial accounts for annual (or more frequent if applicable) auditing and provide the auditor with information as required.
- Prepare all necessary financial statements for inclusion in the club's Annual Report.
- Report financial activities to the membership at the AGM.
- Meet all Treasurer responsibilities under the Associations Incorporation Reform Act 2012.
- Succession planning- ensure documents, policies and procedures are documented and maintained.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures, and Victorian Child Safe Legislation and the Swimming Australia National Integrity Framework.

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check and Police Check.
- Previous experience in a treasury / leadership role in a not-for-profit, volunteer-based organisation is preferable. Previous experience with financial management and budgeting is preferable.
- Financial awareness of accounting procedures.
- Experience with planning and operations.
- Honesty and trustworthiness.
- Well-developed decision-making skills.
- Good communication skills, including written and oral.
- Ability to keep accurate records, strong attention to detail.
- Ability to allocate regular time periods (e.g. weekly or monthly) to maintain the books.



## Committee Position Description – Secretary

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The secretary is the chief administration officer for the club. In partnership with the President, the Secretary is responsible for ensuring the club is run in accordance with the club's constitution, rules, by-laws, policies and procedures.

### RESPONSIBILITIES

- In conjunction with the President, convene all committee meetings and general meetings.
- Prepare and circulate meeting agenda, supporting documents and any other information or reports required for committee meetings and general meetings.
- Maintain meeting minutes, ensuring sign-off by the President and that actions required from meetings are fulfilled.
- Ensure all Secretary responsibilities under the Associations Incorporation Reform Act 2012 are met.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures.
- A strong understanding of Victorian Child Safe Legislation and the Swimming Australia National Integrity Framework.
- Maintain a register of the latest version of all documentation, ensuring it remains relevant and in line with industry standards including but not limited to the constitution, Rules, by laws, policies and procedures, terms of reference etc.
- Assist the President and committee in its strategic planning and decision-making.
- With support from committee members, complete Annual Report.
- In the absence of an appointed public officer, act as a public officer for the club, liaising with members of the public, affiliated bodies and government agencies.

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Previous experience in a not-for-profit, volunteer-based organisation is preferable.
- Strong understanding and working knowledge of the constitution, rules, by-laws, policies and procedures, including but not limited to the Victorian Child Safe Legislation and the Swimming Australia National Integrity Framework.
- Ability to implement the club's administration and management requirements effectively and efficiently.
- Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.
- Good organisational, record keeping and people skills.
- Good communication skills including written and oral.
- Computer competency.
- Possess basic financial management skills.
- Dedicated with strong work ethic.
- Good role model in representing the club.



## Committee Position Description – General Committee

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The role of a committee member is to provide support to the President, Secretary and other committee members to ensure the club sets and meets its goals and objectives, is administered according to its Constitution and Rules, and meets all legal and compliance obligations.

### RESPONSIBILITIES

- Support the President and other committee members in the planning, development and implementation of strategic priorities.
- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club.
- Be well informed of all club activities.
- Undertake tasks relevant to individual portfolios/projects as specified by the President / Committee.
- Assist the President and Secretary in their duties as required.
- Work collaboratively with the other committee members.
- Attend and actively contribute to committee meetings.

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members (Committee Charter and Committee Codes of Conduct).
- Good communication and interpersonal skills.
- Considerate of others and/or conflicting/diverse ideas and opinions.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Ability to work collaboratively with committee members.
- Dedicated to the club and committed to making a difference.
- Receptive to change.
- Maintain confidentiality.



## Committee Position Description – Sponsorship & Social Media Coordinator–

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The Sponsorship & Social Media Coordinator is responsible for driving sponsorship activities and completing grants and funding proposals and submissions, aligning with strategy, along with maintain the club's Socials (Facebook/Instagram). The Sponsorship & Social Media Coordinator may form and chair a working group, including seeking sign-off and reporting to the committee on key tasks and timelines.

### RESPONSIBILITIES

- Review the club's current sponsorship package and be familiar with what the club promises its sponsors and partners.
- Maintain a record of sponsor details including mutual obligations and commitments.
- Send a letter / email to current sponsors confirming their commitment for the coming season.
- Seek new club sponsors and meet with potentials to outline what services they would value most.
- Maintain Agreements with each club sponsor.
- Fulfil and honour the club's agreed obligations to sponsors.
- Ensure sponsor invitations for events and functions are sent/emailed in advance.
- Meet/host sponsor representatives when attending events and functions.
- Liaise with the Event Coordinator to ensure that sponsors receive appropriate recognition.
- Send out a thank you letter at the completion of the season and a sponsor survey to support planning for the following year.
- Convene a working group to assist with key tasks and timelines in accordance with the Terms of Reference for the club's working groups and sub-committees.
- Work with the Treasurer to prepare a sponsorship and grants budget and set income targets through sponsorship and grants. Monitor carefully and regularly report on the club's sponsorship funds to the committee.
- Monitor state government and local government authority (LGA) grant cycles. Plan for, prepare, and submit grant proposals.
- Provide a report at committee meetings as required.
- Maintain the club's social media platforms and post relevant and appropriate posts regularly
- Ensure all social media posts adhere to the club's photograph policy and permissions given by parents
- Ensure all social media posts are in the best interest of the entire club and represent the clubs value and vision.
- Work closely with the Executive Committee and update them on statistics and ideas for posts

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Strong understanding of Victorian Child Safe Legislation and the Swimming Australia National Integrity Framework.
- Ability to forward plan.
- Good organisational, record keeping, delegation and people skills.
- Good communication skills including written and oral.
- Personable and can present the club and benefits of being a club sponsor.
- Creative in looking at new ways to service and satisfy sponsors.
- Dedicated and good role model in representing the club.



## Position Description – Grievance Handling Officer \*not a committee member position\*

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The Grievance Handling Officer is responsible for all administration in relation to both written and oral complaints and grievances. This includes following appropriate policies, procedures and regulations.

### RESPONSIBILITIES

- Ensure a basic awareness of the National Integrity Framework and reporting workflow is acquired
- Ensure all members are advised on the clubs Complaint Handling Policy and how to access
- Ensure complaints and grievances are acknowledge in a timely manner
- Ensure all complaints and grievances are handled according the to the clubs' policies and procedures
- Identify and actual or potential conflicts of interest
- Keep all confidential and up to date records
- Record all outcomes and responses and report to committee to assist with continuous improvement

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Good organisational, record keeping and people skills.
- Good communication skills including written and oral.
- Ability to respect privacy and maintain confidentiality
- Have a strong understanding of the club and the sports' rules.
- Dedicated and good role model in representing the club.





## Committee Position Description – Uniform Officer

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The Uniform officer is responsible for the club's uniform stock, ordering, and assisting parents with purchasing items. The Uniform officer is also responsible for the Arena stock and ordering. The uniform officer is responsible for the website stock count.

### RESPONSIBILITIES

- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club.
- Be well informed of all club activities.
- Undertake tasks relevant to individual portfolios/projects as specified by the President / Committee.
- Assist the President and Secretary in their duties as required.
- Work collaboratively with the other committee members.
- Attend and actively contribute to committee meetings.
- Maintain the stock of uniform items and order when required
- Maintain the stock of RSC medals and order when required
- Arrange days/times for families to purchase uniforms (eg, at aggregates, on Saturday mornings)
- Liaise with Arena and maintain the stock of products in the clubrooms.
- Create special orders with Arena when parents order items
- Monitor any supplier price increases and inform the committee of any recommendations for increases
- Maintain the stock levels of items on the RSC website

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members (Committee Charter and Committee Codes of Conduct).
- Good communication and interpersonal skills.
- Considerate of others and/or conflicting/diverse ideas and opinions.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Ability to work collaboratively with committee members.
- Dedicated to the club and committed to making a difference.
- Receptive to change.
- Maintain confidentiality





## Committee Position Description – Competitions Officer–

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The Competitions Officer is responsible for all administration in relation to competitions. The Competitions Officer is the primary point of contact for the club regarding local, district, state and national level competition ensuring members can access and enter competitions identified by the Head Coach and club committee. The Competitions Officer is responsible for providing competition entry details, compiling entry requests and confirming meet acceptances with coaches and swimmers. The responsibility of organising technical officials and volunteers for competitions may also sit with the Competitions Officer.

### RESPONSIBILITIES

- Be the point of contact for all competition-related enquiries from internal and external persons and organisations.
- Foster collaborative relationships with local clubs, district, Swimming Victoria and Swimming Australia.
- Support the Head Coach and committee in establishing and communicating a competition calendar, promoting the targeted competitions and activities to members.
- Develop and confirm volunteers / volunteer roster to support competitions as required.
- Undertake event planning, preparation and delivery of own club-based competitions. Thank volunteers.
- Manage own club-based competitions within the agreed budget. Provide invoices and receipts to the Treasurer for immediate processing.
- Manage the club's competitions sub-committee.
- Develop, implement and maintain an event manual for club-based competitions, ensuring all processes are well-documented.
- Brief competition volunteers on their roles, expected arrival time and completion of their duties.
- Arrange venue booking, event flyer and advertising, technical officials, catering, volunteers, program, awards, prizes, etc for own club-based competitions.
- Ensure club sponsor and partner obligations are fulfilled as they relate to own-club competitions.
- Provide competition updates for committee meetings as required.
- Advertise, promote and submit competition and swimmer entries.
- Organise required paperwork for Swimming Victoria for Qualifying Meets (e.g. meet validation certificate, technical official volunteers, other).
- Strong understanding of Victorian Child Safe Legislation and the Swimming Australia National Integrity Framework.

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Ability to forward plan and provide the necessary information to the committee and Head Coach.
- Ability to identify, prioritise, complete and delegate tasks appropriately to meet deadlines.
- Good organisational, record keeping and people skills.
- Good communication skills including written and oral.
- Computer competency and competency with Swimming software (Swim Central, Meet Manager, etc).
- Have a strong understanding of the club and the sports' rules.
- Dedicated and good role model in representing the club.



## Committee Position Description – Fundraising Officer

Role type: Volunteer, including evening and weekend duty supporting the club's activities.

### PRIMARY PURPOSE OF POSITION

The role of a Fundraising Officer is to organise the fundraising efforts at the club's 4 major meets per year.

### RESPONSIBILITIES

- Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures and ensure they are adhered to and promoted through the day-to-day administration of the club.
- Be well informed of all club activities.
- Undertake tasks relevant to individual portfolios/projects as specified by the President / Committee.
- Assist the President and Secretary in their duties as required.
- Work collaboratively with the other committee members.
- Attend and actively contribute to committee meetings.
- Coordinate the BBQ, raffle and lucky envelopes (or other fundraising activities) at the four major meets per year.
- Organise donations, or gain assistance from other club members to organise donations
- Assist with the rostering on the day of the meet
- Oversee the BBQ and fundraising activities on the day
- Count the money and prepare the P/L after the event
- Bank the money, or provide the cash to one of the executive committee members to bank
- Organise any other fundraising efforts for the club (eg, trivia night, silent auction, internal raffles)

### KNOWLEDGE/SKILLS/REQUIREMENTS

- This position requires a Working with Children Check.
- Working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members (Committee Charter and Committee Codes of Conduct).
- Good communication and interpersonal skills.
- Considerate of others and/or conflicting/diverse ideas and opinions.
- Ability to provide calculated opinion in group discussions at committee meetings.
- Ability to work collaboratively with committee members.
- Dedicated to the club and committed to making a difference.
- Receptive to change.
- Maintain confidentiality.