

## **1- Chair**

- Provide direction and leadership
- Oversee decisions made by the management, sub committees, officers and other club personnel.
- Ensure the correct and smooth running of the club with regard to all rules and laws.
- To deal with issues as and when they arise
- To ensure that the Club has an agreed Business Plan and systems are in place to deliver the agreed Plan.

## **2- Vice- Chair**

- To deputise for Chair
- ‘Apprentice’ to chair
- Adhoc projects; such as development sessions, use of technology etc.

## **3 - Treasurer**

- Ensure adequate financial records maintained.
- Ensure squad fees and LT fees are received on time.
- Monitor cashflow
- Prepare annual budget and monitor actuals
- Prepare year end accounts, liaise with ‘auditor’ and present to committee and AGM
- Ensure all funds are used appropriately and banked promptly
- Ensure suppliers are paid on time and in line with contract
- Agree termly contract with St Chris for pool hire
- Oversee the annual renewals process
- Prepare ‘Cyprus’ budget, record and monitor receipts and payments;
- Report to Committee on monthly basis

## **4 - Secretary**

- Meetings organisation: agenda, minutes, actions
- AGM: plan, run, minutes
- External communication with relevant organisations
- Club representative at relevant forums

## **5 - Coaches Liaison**

- Coaches rep
- Coaching slot coordinator

## **6 - Communication & Events co-ordinator**

- Social media
- Website
- Notice board
- Press
- Social events
- Educational sessions

## **7 - Compliance Manger**

- SwimMark coordinator
- Risk Management plan coordinator

## **8 – Swimming Events Manager**

- Hitchin Open coordinator
- Peanuts League coordinator
- Arena League coordinator
- Club champs coordinator
- Intensive training camp coordinator
- Land training coordinator

## **9 - Swimmers / Parent Rep & Outreach co-ordinator**

- Squads representatives coordination
- Parents liaison
- Community build

## **10 - Water Polo Rep**

- Represent WP
- Devise WP budget
- Organise WP comps

## **11 - Welfare Officer**

- First point of contact regarding issues of child welfare
- Lead implementation of Wavepower and ASA Child Safeguarding Policy
- Ensure all incidents are reported and referred correctly
- Administer DBS process

## **12 - Workforce Manager**

- Officials coordination
- Volunteers / helpers coordination
- To lead the recruitment, induction and support of club volunteers
- To coordinate and help organise training for the club workforce.

## **13 - No portfolio member**

- a new member with intention to take on one of the roles within 6-12 months