



COMMITTEE ROLES SKILLS MATRIX

CLUB POLICY DOCUMENT

Role/Skills	Chair	Vice Chair	Treasurer	Club Secretary	Membership Secretary	WPO	Meet Secretary	Meet Director	Competition Manager	Team Manager	Committee Member	Fundraising Officer	Technical Official coordinator	Comms /Social Media Officer	Head Coach / Coaches
Good Communication Skills	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Good Listener	✓	✓		✓		✓		✓	✓	✓	✓		✓	✓	✓
Good Time Management Skills	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓		✓
Ability to be a leader	✓	✓				✓		✓	✓	✓		✓			✓
Approachable	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓
Organisational skills	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Aquatic events experience							✓	✓	✓				✓	✓	✓
IT Skills	✓	✓	✓	✓	✓	✓	✓		✓	✓			✓	✓	✓
Confident Speaking in public	✓	✓		✓						✓				✓	✓
Administration Skills			✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓
Delegation Skills	✓	✓		✓				✓	✓	✓		✓			✓
Ability to make decisions	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓		✓
Conflict Resolution Management Skills	✓	✓		✓		✓		✓	✓						✓
Experience with finances & Systems			✓	✓	✓		✓	✓	✓	✓					
Emotional Intelligence Skills	✓					✓				✓			✓		
Health & Safety Knowledge	✓					✓		✓	✓						✓
Passion for Aquatics										✓			✓	✓	✓
Passion for the club	✓	✓		✓	✓						✓	✓		✓	✓