



Chairperson (Officer of the Club):

Chairperson is seen as the figurehead, ambassador and principal officer of the club and provides direction and leadership to the club and chairs all committee meetings.

Vice Chairperson (Officer of the Club):

Chairs committee meetings in the absence of the chairperson and takes on specific tasks as requested by the chairperson.

Secretary (Officer of the Club):

Oversees all official club correspondence and organises and takes minutes for all committee meetings and AGMs and determines agenda for each committee meeting in consultation with the Chairperson.

Treasurer (Officer of the Club):

Responsible for the financial accounting and budgeting of the club including producing and managing the club's accounts and finances.

Volunteer Coordinator:

Responsible for recruiting and overseeing volunteers to take on various duties throughout the club.

Squad Rep Coordinator:

Responsible for organizing squad reps for each group of swimmers to promote and encourage communication within the club.

Marketing and Press Officer:

Responsible for promoting the club in the press and other target areas to increase membership and awareness and profile of the club and oversees all branding initiatives for the club.

Website Coordinator:

Maintains the club's website and works closely with the Marketing and Press Officer to promote and publicise the club.

Club Equity Officer:

Responsible for ensuring the club promotes equality of opportunity so that everyone enjoys their sport in an environment free from threat of discrimination, intimidation, harassment and abuse and coordinates the SwimMark accreditation.

Welfare Officer (non-voting):

Responsible for ensuring that the club, its coaches, teachers and volunteers follow and keep updated documents regarding the ASA Child Protection Policy and Procedures and are kept updated and aware of child protection issues.