



**TAVISTOCK SWIMMING CLUB**  
**Established 1990**

LIST OF ROLES

<b>ROLE</b>	<b>ROUGH SUMMARY OF DUTIES</b>	<b>CURRENTLY FULFILLED BY...</b>
Chairman	Oversee all club activities	Paul Johnson Caroline Furze
Treasurer	Prepare & manage club accounts Monitor finances Keep records of all financial transactions Issue receipts, reconcile bank statements etc.	Katrina Shipp
Secretary	Prepare the agenda for committee meetings & take minutes Notices for AGM & take minutes	Claire Palmer
Welfare Officer	Deal with all welfare issues which arise  Keep up to date on child protection guidance and notify main WO as necessary.	Sue Dunstan
Booking pool time		Caroline Furze
Database of club records		Hazel Walker
Competition secretary	Prepare & circulate fixture lists (incl. spreadsheet for person doing Sunday rota) Organise all competition entries Arrange licensing for our galas Organise our galas Upload results to TU database	Hazel Walker
DBS checking	Know who needs checks and when; carry out checks	Claire Palmer Sam Lake
Kit shop	Store TSC merchandise Deal with orders Order further stocks when necessary	Paul Johnson Sarah Rice
Membership secretary	Create & maintain TeamUnify database of all club members; message membership when necessary  Point of contact for incoming & outgoing members	Caroline Furze  Caroline Furze Sam Lake



ROLE	ROUGH SUMMARY OF DUTIES	CURRENTLY FULFILLED BY...
	Main point of contact for all Swim England matters except membership	
Non-welfare complaints		Paul Johnson
Press secretary	Prepare reports for newspaper/ Facebook/ Team Unify	Hazel Walker Sue Dunstan
Primary Schools Gala	Organise and run the Primary Schools Gala, held in early spring	Sarah Rice Dawn Gatcum
Social Events	Organise Presentation Evening and other social events	Claire Palmer
Swim England (ASA) secretary	Deal with Swim England membership of all club members	Lisa France Sarah Rice
SwimMark	Gather and submit evidence necessary for SwimMark accreditation Draw up any documents we don't already have	Caroline Furze
Trophy and awards	Look after trophies, arrange engraving, buy medals/ ribbons	Paul Johnson
Volunteer & Officials co-ordinator	Main point of contact for volunteers Organise volunteers to cover our galas Organise/ notify people of training courses Deal with requests for officials for other galas	Sarah Rice Hazel Walker
Website manager		Caroline Furze

Trustees are (in alphabetical order):-

Lisa France  
 Caroline Furze  
 Dawn Gatcum  
 Ian Higham  
 Paul Johnson  
 Sam Lake  
 Claire Palmer  
 Sarah Rice  
 Liam Sebag-Montefiore  
 Katrina Shipp  
 Hazel Walker

Club President: Sue Dunstan

Vice-President: Chris Anderson