

Wandsworth Swimming Club

Volunteer Role Descriptions

Role	Hours per week
Committee:	
The Club Chair shall be responsible for chairing meetings of the Committee and general meetings of the Club, ensuring that decisions of the Committee and general meetings are implemented, monitoring compliance with the Club's constitution and rules, producing and presenting the annual report to the AGM, and ensuring that the Club is conducted in accordance with the laws of the ASA and with due regard for the health, safety and welfare of members, coaches and others. The Club Deputy Chair shall stand in for the Chair as required.	1
The Club Secretary shall be responsible for recording the minutes of Management Committee and general meetings, preparing and circulating agendas, notices and other information to members, arranging meetings and booking meeting venues, corresponding on behalf of the Club, keeping the Club's historical records, maintaining a Club notice-board at Club headquarters, making available on request copies of all Committee agendas, reports and minutes, placing advertisements for coaches, dealing with affiliations to other bodies, arranging insurance cover, and attending and reporting to the Committee and general meetings.	1
The Treasurer shall be responsible for opening and maintaining the Club's bank and/or building society account(s), receiving and accounting for the Club's income and expenditure, paying bills, invoices, expense claims and other legitimate demands for payment on behalf of the Club, paying Club coaches, producing annual accounts and records for examination, and drafting the Club's annual financial strategy for consideration at the AGM.	2
The Membership Secretary shall be responsible for maintaining the Club's membership records, receiving and recording membership requests, scheduling trials, issuing membership documents, and attending and reporting on members' matters to the Committee and general meetings. Shall be responsible for keeping a waiting list of prospective members and responding to membership enquiries. The Academy Membership Secretary shall work with the Membership Secretary specifically on the membership of the Academy.	2
The Competition Secretary shall be responsible for planning and publishing, in conjunction with the Head Coach, the Strategic Competition Calendar of the Club for each level of competition and agree the responsibilities for each event; act as a central reference point for the receipt of all competition information; distribute promptly competition information to the relevant squad liaisons; arrange the submission of entries to all competitions; organise the Club Championships; and arrange the transport to League Meets.	2
Marketing, Digital and Fund-Raising shall promote Club membership, organize regular social and fund-raising activities, seeking sponsorship and forging links with the local community including schools, businesses, health institutions and overseeing the Club shop. They manage the Club's social media presence and manage our engagement with the various social media channels. This role will develop the marketing strategy for the Club and report on its execution to the Committee and general meetings.	2

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<p>The Pool Liaison Officer shall manage our contracts with the pool operators. This will include ensuring we renew contracts in good time each year, monitor performance of the contract to ensure both parties discharge their responsibilities, carry out an annual risk assessment of each venue, make the Normal Operating Procedures and Emergency Action Plan for each venue available to coaches when required, and proactively seek new venues for pool space in discussion with the Head Coach.</p>	1
<p>Communications Officer will be responsible for the compiling and publishing of the Club's newsletter from input from committee members.</p>	1
<p>Other Volunteer Roles:</p>	
<p>SwimMark Co-Ordinator shall be responsible for preparing the Clubs application for SwimMark accreditation from information provided by those responsible for the individual areas. The Co-Ordinator will be responsible for highlighting deficiencies in the Club's systems to the Committee for rectification.</p>	1
<p>Volunteer Co-Ordinator will be responsible for the recruitment and training of technical officials to fill the posts required at a gala run by the Club. The officer will be responsible for arranging their appropriate initial and ongoing training.</p>	2
<p>Social Secretary will be responsible for organising two club events per year. The first will be in the Winter after the Club Championships at which the awards will be presented. The second will be in the Summer to celebrate the end of the swimming year in June or July.</p>	1
<p>Welfare Officer will be responsible for all issues associated with the welfare of all members of the Club, and will ensure that the Wavepower policies published by Swim England are incorporated and updated as appropriate within our club procedures. They will be the first point of reference for any concerns any member has with respect to safeguarding.</p>	1
<p>Swim England Registrations Officer will create new membership records at Swim England in coordination with the membership secretary, amend and update existing records for any changes and complete the annual remit in conjunction with the Treasurer.</p>	1
<p>DBS Records Officer will submit DBS requests and maintain the Swim England database of DBS status for all members requiring DBS and safeguarding to execute their role within the Club. They will be proactive in ensuring renewals are processed in good time.</p>	1
<p>Website Co-Ordinator will manage and maintain the data on the website, improve the look and feel as required and with agreement of the Committee and liaise with our supplier to ensure we have appropriate security and back up procedures in place.</p>	1