

DRONFIELD DOLPHINS MANAGEMENT COMMITTEE ROLES

Below is a very brief outline description of each role just to give you an idea of what is involved. Further information may be obtained by asking any of the present committee members.

Chair: Be responsible for good practice within the club. Chair committee meetings, attend appropriate external meetings and generally be a visionary for the club.

Secretary: Ensure smooth running of administrative matters. Attend appropriate external meetings and take minutes at committee meetings. Act as point of contact for club and to communicate information as necessary.

Treasurer: Produce, manage and monitor club accounts and finances. Produce to committee periodic financial standing so considered decisions may be made. Book pools for swimming sessions and galas and ensure payment made.

Membership Officer: Maintain accurate details of members and issues forms and information to new members. Ensures lists sent to league officials where necessary and ensure ASA membership returns completed in time.

Team Manager: Promote team spirit and ensure child protection policies followed at events. Choose teams for galas and ensure members know when and where they have to be.

Assistant Team Manager: Assist team manager with the above

Open Gala and Records: Co-ordinate the swim calendar, identifying which open galas to offer to members and which club gala invitations to accept. Also invite other clubs to our own galas. Maintain the personal best times records and update the website accordingly.

Public Relations: To promote and publicise all information relating to the club. Produce periodic newsletters for members and keep in touch with local press, submitting articles when appropriate.

Swim shop: Keep a stock of popular items and bring them regularly to the café to sell on certain club nights. Order items including badge and certificates as required. Ensure records of purchases and sales maintained and liaise with club treasurer accordingly.

Welfare Officer/Health & Safety: Be responsible for the implementation of good practice and child protection policies within the club. Ensure CRB forms completed and renewed where necessary. Attend external courses if appropriate. Ensure accident book is completed for every incident.

Webmaster: Develop and maintain the club's website, working closely with other members to ensure all appropriate information provided for both members and non-members.

Schools liaison/Education officer: Develop and maintain contact with local schools to promote club and swimming. Identify members who need to find a course and try to source them.

Swim 21 co-ordinator: To co-ordinate the implementation/development of the Swim 21 initiative within the club. Head up a sub-committee to oversee the Swim 21 process within the club. Liaise with external bodies for help and advice where necessary.

Parent reps.: Needs to be someone whose swimmer attends regularly. Act as a communicator between parents and committee by listening to parent views.