

# **Mornington Peninsula Masters Swimming Club Incorporated**

## **Committee and Role Position Descriptions**



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## President

The President will:

- Attend and Chair all Club meetings (Committee, Special General and Annual General meetings)
- Monitor the operations of the club to ensure aims and objectives are maintained, and that operations are conducted in line with the Constitution
- Delegate tasks as needed to other committee members or club members
- Provide alternate signature/authorisation for financial transactions
- Act in the interest of the MPMSC, and undertake the role in good faith and honesty
- Respect all members and stakeholders of the MPMSC
- Act as a point of contact for any concerns or disputes raised by any club member. Such issue shall be dealt with in line with the constitution
- Ensure that the constitution and policies are reviewed on a regular basis or as determined by review dates
- Write reports as needed. For example:
  - Monthly newsletters
  - Annual report
  - Others as required.
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## Vice President

The Vice-President will:

- Preside at meetings in the absence of the president
- Assist in the coordination of programs with the president and other committee members
- Provide alternate signature/authorisation for financial transactions
- Act in the interest of the MPMSC, and undertake the role in good faith and honesty
- Respect all members and stakeholders of the MPMSC
- Attend monthly committee meetings
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## Secretary

The Secretary will:

- Be responsible for the general routine administration matters of the Club
- Receive, disseminate and record all correspondence relating to the Club in a timely manner
- Circulate, or have circulated, relevant information to Club members
- Prepare and maintain records of correspondence, agendas, minutes and notices of motion for Club meetings
- Prepare, or have prepared, the Club annual report
- Maintain the Club's Constitution and Policy Manual
- Ensure compliance with all Club registration matters
- Any other general duties not covered as a responsibility of a committee member or role holder
- Assist in any change over of the role with the new incumbent
- Attend monthly committee meetings
- Provide alternate signature/authorisation for financial transactions
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct
- For detailed information on task processes refer to the Secretary task processes document.

## **Treasurer**

The Treasurer will:

- Ensure all monies owed to the Club are received, banked and receipted appropriately
- Maintain a point of sale/invoicing system such as Square (or similar) to receive payments from members
- Ensure that all expenditure is authorised by the Committee and payments made by electronic means or such other arrangements as may be appropriate from time to time
- Maintain, or have maintained, the prescribed books of account and submit a summarised statement of income and expenditure at each Committee Meeting
- Prepare, or have prepared, the annual financial statements including the income and expenditure statement, cash flow statement and balance sheet
- Record the Club's assets on the MPMSC Asset List
- Present the annual financial statements to the Annual General Meeting
- Ensure that the annual Not for Profit Self Review Return is submitted to the ATO
- Be the signatory (with other nominated Committee members) on Club bank accounts
- Attend monthly committee meetings
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club and in a manner consistent with the Club's code of conduct

## **Club Captain**

The Club Captain will:

- Provide support and encouragement to members, especially welcoming and assisting new members
- Attend committee meetings and present monthly reports. Reports to include information about upcoming competitions, members results and other items of interest
- Provide a connection between the committee and the swimmers. When necessary, raise issues and provide feedback to the committee as a representative of the swimmers
- Regularly attend swim meets and open water events
- Work together with the coaches to encourage swimmers to enter competitions
- Assist swimmers at competitions to feel at ease, and to provide support in the preparation for their individual races, especially new competitors
- With the club coach, organise relay teams and entries for competitions (according to club's criteria)
- Contribute to the club's newsletter
- Promote all upcoming swim meets and open water swims
- Publish all swim meet and OWS results to members via social media in conjunction with other members
- Update members of any changes to events - emails, newsletters, Facebook
- Assist the club recorder in maintaining club records and collecting results for club awards
- Coordinate the clubs open water swim
- Support the coaches at club training sessions
- Support club social and fundraising activities
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Club Coach**

The Club Coach will:

- With the other coaches, coach sessions, including skill workshops
- Prepare a yearly coaching plan
- Record all coach's qualifications
- Provide a monthly report to the committee

- Contribute to the club newsletter
- Plan the schedule for video analysis of swimmers
- Assist Club Captain at swim meets to support members (refer Swimmer Participation at Meets document)
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Codes of Behaviour mentioned in the MSA MPIO Policy document

The Club Coach will also (or delegate to another coach/member):

- Assist members with goal setting
- Organise/coordinate monthly coaching rosters
- Chair/organise coach's meetings
- Update training schedule on team app
- Notify members of any changes to coaching schedule/sessions
- Provide feedback on video analysis to members
- Organise relays for competitions with Club Captain
- Maintain the MPMSC Coaching Principles document, including seeking at least an annual review and agreement of the principles with all coaches
- Organise/advertise skill workshops
- Submit coach's payments to club Treasurer

## **Social Convenor**

The Social Convenor will:

- Promote the MPMSC in a positive way to members and non-members
- Propose, arrange and coordinate suggested social activities
- Propose and arrange and support activities for fund raising
- Engage with all members for suggestions or feedback on social activities
- Act in the best interest of the MPMSC
- Undertake the role in good faith and honesty
- Respect all members and stakeholders of the MPMSC
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Committee Members**

Committee Members will:

- Attend monthly committee meetings
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Assistant Club Captain (non committee position)**

The Assistant Club Captain will:

- Assist the Club Captain with their responsibilities as required
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Attendance Officer (non committee position)**

The Attendance Officer will:

- Reconcile square payments with the Attendance app and vice versa.
- Provide a monthly report on attendance at training to the committee

- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

### **Club Recorder (non committee position)**

The Club Recorder will:

- Keep records of member attendance and their results at meets and open water swims
- Access and record information that is necessary to determine club awards each year (assistance to be provided by the Club Captain)
- Encourage members to participate in interclub, State meets and National meets, assisting with entries when necessary
- Record results of time trials held at club training sessions, and shall have the power to co-opt members to assist in this area
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

### **Club Registrar (non committee position)**

The Registrar will:

- Assists new members with registration on the Swim Central portal
- Provide a monthly report on membership to the committee
- Submit names of new members to the committee monthly for acceptance as members
- Update Swim Central with membership joining fee options for 6, 12 and 16 monthly options
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

### **Fundraising Officer (non committee position)**

The Fundraising Officer will:

- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

### **Grants Officer (non committee position)**

The Grants Officer will:

- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

### **Inclusive/Diversity Officer (non committee position)**

The Inclusive/Diversity Officer will:

- Be aware of MSA policies and procedures with regards to inclusiveness and diversity
- Serve as the primary contact for all members specific to their needs and perspectives with regards to inclusiveness and diversity
- Respond to any requests for advice from the President, Secretary and/or committee with regards to items on inclusiveness and diversity
- Report to the committee any concerns with regards to inclusiveness and diversity.
- Monitor the club's website and communications for any concerns with regards to inclusiveness and diversity.
- Foster a safe, inclusive, and respectful environment for all members
- Assist with a smooth transition of responsibilities to the new Inclusive/Diversity Officer
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Merchandise Officer (non committee position)**

The Merchandise Officer will:

- Liaise/co-ordinate with SwimMerch for any concerns/stock for club online shop
- Communicate with members regarding suggestions for merchandise items
- Chair Merchandise sub committee and meet to discuss suggestions for merchandise and designs
- Provide a report when needed to club committee
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Minute Secretary (non committee position)**

The Minute Secretary will:

- Attend meetings and record minutes of the meeting
- Forward typed minutes of meetings to the Secretary as soon as practicable after each meeting
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **New Member Officer (non committee position)**

The New Member Officer will:

- Respond to enquiries which arise from the website, texts or phone calls
- Provide to possible new members information about training sessions - times and locations, what to bring, costs of sessions, YAWA membership, Masters Swimming Australia membership. This information is preprepared and can be attached to a response email
- Each quarter (March, June, Sep, Dec) contact members who haven't attended during that quarter to ascertain reasons for non-attendance if possible
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Newsletter Editor (non committee position)**

The Newsletter Editor will:

- Issue an information bulletin for members and "spread the message" generally about Club activities throughout the local community
- Emails club news to Masters Swimming Victoria office for inclusion on the news section of the website and editions of the eNews
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Pool Liaison (non committee position)**

The Pool Liaison will:

- Meet regularly or correspond with the management of YAWA Aquatic Centre, Pelican Park Recreational Centre and Crib Point pool regarding the club's use of their facilities. This will include bookings, lane availability, feedback, queries and a monthly attendance report provided to YAWA.
- Notify the coaches of any changes to our bookings or lane availability.
- Report to the committee at monthly meetings as necessary
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Postal Officer (non committee position)**

The Postal Officer will:

- Collect mail from the Post office regularly and ensure it is delivered to the Secretary as soon as practicable
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Publicity / Social Media Officer (non committee position)**

The Publicity/Social Media Officer will:

- Ensure all publicity and social media activities align with the Club's mission and MSA Code of Conduct.
- Manage and maintain the Club's social media presence, creating engaging content
- Promote upcoming events and club activities to increase awareness and engagement
- Monitor social media platforms to respond to inquiries and engage with the community
- Collaborate with the committee to support publicity efforts for club initiatives and events
- Assist with the transition of responsibilities to the incoming Publicity/Social Media Officer
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **State Delegate (non committee position)**

The State Delegate will:

- Report to the committee, any matters of club interest, discussed in MSV meetings
- Receive from the Secretary and/or President any communications received from MSV.
- Assist with a smooth transition of responsibilities to the new State Delegate
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

EITHER

- Nominate for and be elected as a Club Board Member on the MSV Board
- Report directly to the MSV board any items that the committee so requests

OR

- Establish a relationship with a Club Board Member to determine any matters of club interest, as discussed in MSV meetings
- Request that Club Board Member report to the MSV board any items that the committee so requests

## **Webmaster (non committee position)**

The Webmaster will:

- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Youth Liaison Officer (non committee position)**

The Youth Liaison Officer will:

- Serve as the primary contact for youth members, advocating for their needs and perspectives
- Facilitate youth involvement in club activities and encourage positive engagement
- Collaborate with the committee to ensure youth-oriented initiatives are supported
- Foster a safe, inclusive, and respectful environment for all youth members
- Assist with a smooth transition of responsibilities to the new Youth Liaison Officer
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct

## **Safety Officer (non committee position)**

The Safety Officer will:

- Annually review and update (if required) the Club Safety Policy and Procedures to ensure they continue to align with the MSA National Safety Procedures
- Ensure the Club Coaches and event coordinators are aware of the policy and procedures and have access to the Injury Report forms
- Review the risk assessment for the club open water and pool swimming events and liaise with the event coordinator to ensure appropriate safety arrangements are in place
- In the event of an injury or incident, ensure that the completed Report Form is forwarded to the MSA Branch Safety Coordinator
- Liaise with MSA and injured club swimmer to ensure all appropriate actions are followed up and completed in a timely manner.
- Assist in any change over of the role with the new incumbent
- Act in the best interests of the Club in a manner consistent with the MSA Code of Conduct