

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : CHAIR

1. Background. The post of Chair is subject to nomination and election at the A.G.M. The term of office is 12 months although the post holder may be nominated and elected to serve in consecutive years.
2. Primary tasks. These are to:
  - a. Ensure the efficient management of the Club's administrative affairs.
  - b. Ensure, in conjunction with the Head Coach and the various committees, that an appropriate programme of training and other activities is put in place to meet the Club's objectives.
  - c. Put in place and maintain a long-term business strategy for the Club.
  - d. Agree proposals and make decisions as required on Club business between Executive Committee meetings when delay would exacerbate a problem or adversely affect urgent business.
  - e. Attend any Club sub-committee meetings as ex-officio member.
  - f. Attend meetings and undertake correspondence on behalf of the Club as agreed by the Executive Committee.
  - g. Ensure that other Club officials engaged in these activities are provided with an agreed line to take.
  - h. To chair the Executive Committee and the A.G.M. in accordance with the Club Constitution and convene ad hoc meetings of Club Officers to address particular issues.
3. Accountability. The Chairman is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General Meeting.
4. Financial Responsibility. The Chairman is a co-signatory to the Club's main account. The Chairman may authorise expenditure necessary to meet the routine running expenses of the Club and other low value and urgent expenditure in conjunction with the Treasurer. The Chairman will maintain a close liaison with the Treasurer to ensure the financial viability of the Club.

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : VICE CHAIR

1. Background. The post of Vice Chair is subject to nomination and election at the A.G.M. The term of office is 12 months although the post holder may be nominated and elected to serve in consecutive years.
2. Primary tasks. The Vice Chair has no discrete responsibilities but will:
  - a. Assist the Chair and undertake delegated tasks as required.
  - b. In the absence of the Chair, assume the full role and responsibilities described in the Chair's job description.
3. Accountability. The Vice Chair is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General Meeting.
4. Financial responsibility. The Vice Chair has no delegated financial authority except those attributed to the Chair when acting in that capacity or as agreed by the Executive Committee.

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : SECRETARY

1. Background. The post of Secretary is subject to nomination and election at the A.G.M. The term of office is 12 months although the post holder may be nominated and elected to serve in consecutive years.
2. Primary tasks. These are to:
  - a. Act in a secretarial capacity for Corsham A.S.C., responsible to the Chair and the Executive Committee.
  - b. Act as minute secretary for Executive Committee meetings, prepare minutes and agendas for distribution to other members of the Executive Committee prior to meetings.
  - c. Notify all members of the date of the A.G.M. (at least one month before the meeting), prepare agendas/minutes for distribution at the commencement of the meeting and act as minute secretary.
  - d. Book rooms for Executive Committee meetings and the A.G.M.
  - e. Attend any Club sub committee meetings as ex-officio member.
  - f. Attend Wiltshire County A.S.A. Executive Meetings and A.G.M., South West Region A.S.A. A.G.M. and other meetings as required to represent Corsham A.S.C.
3. Correspondence. The Secretary's name is circulated as the Club's 'Post Office'. Except for fixtures correspondence, most other mail is directed through the Secretary. Routine correspondence is directed to the necessary person for action, or dealt with by the Secretary and reported to the Executive Committee meeting. Correspondence requiring discussion or decision is taken first to the Executive Committee and then acted upon accordingly.
4. Accountability. The Secretary is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General meeting.
5. Financial responsibility. The Secretary is a co-signatory to the Club's main account. The Secretary may authorise expenditure necessary to meet the routine running expenses of the Club and other low value and urgent expenditure in conjunction with the Treasurer.

## **CORSHAM AMATEUR SWIMMING CLUB**

### **JOB DESCRIPTION : ASSISTANT SECRETARY**

1. Background. The post of Assistant Secretary is subject to nomination and election at the A.G.M. The term of office is 12 months although the post holder may be nominated and elected to serve in consecutive years.
2. Primary tasks. These are to:
  - a. Assist the Secretary as required.
  - b. Substitute as minute secretary as required.
  - c. Assist and advise the Social Committee as required.
  - d. Maintain a list of Club officials.
  - e. Maintain a list of Club property.
3. Accountability. The Assistant Secretary is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General meeting.
4. Financial responsibility. The Assistant Secretary has no delegated financial authority but may authorise expenditure necessary to meet the routine running expenses of the Club.

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : TREASURER

1. Background. The post of Treasurer is subject to nomination and election at the A.G.M. The term of office is 12 months although the post holder may be nominated and elected to serve in consecutive years.
2. Primary tasks. These are:
  - a. Budget preparation. To prepare an Annual Budget to cover the operation of the Club in the next financial year for agreement by the Executive Committee and presentation at the A.G.M.
  - b. Accounts. To maintain a comprehensive account of the Club's financial transactions and present the accounts for scrutiny by the Club's appointed scrutineer in advance of each A.G.M.
  - c. Financial management. To operate bank/building society accounts on behalf of the Club. To pay invoices (e.g. pool hire, other regular disbursements and ad hoc approved expenditure) in a timely manner. Ensure that all receipts (i.e. from desk takings, memberships, fund raising, merchandise sales, etc.) are banked at the earliest opportunity.
  - d. Insurance. To ensure that the Club has adequate insurance for its purposes and that policies represent best available value for money.
  - e. To attend Executive Committee meetings and deliver a report on the Club's financial status.
  - f. To attend any Club sub-committee meetings as ex-officio member.
  - g. To provide advice on financial aspects of matters under discussion.
3. Accountability. The Treasurer is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General meeting.
4. Financial responsibility. The Treasurer is a co-signatory to the Club's main account. The Treasurer may authorise expenditure necessary to meet the routine running expenses of the Club and other low value and urgent expenditure in conjunction with the Chairman. The Treasurer will maintain a close liaison with the Chairman and/or Secretary to ensure the financial viability of the Club.

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : HEAD COACH

1. Background. The post of Head Coach is subject to nomination and election at the A.G.M. and must be a qualified Swimming Coach to at least Level 2. The term of office is 12 months although the post holder may be nominated and elected to serve in consecutive years.
2. Primary tasks. These are to:
  - a. Devise and implement a coaching programme to meet the aims and aspirations of the Club as agreed by the A.G.M. and Executive Committee.
  - b. Co-ordinate teaching activities at all levels within the Club in order to achieve the aims and aspirations of the Club.
  - c. Monitor the development of individual swimmers and provide advice on personal goals and progress in achieving them.
  - d. Contribute to all activities relating to all training and competition involving Corsham A.S.C. swimmers.
  - e. Identify the number and qualifications of coaching staff required to manage the Club's activities and to use available resources to best advantage.
  - f. Encourage the development of the coaching staff.
3. Committees. The Head Coach is a member of both the Executive and Swimming Committees, and may also attend or convene other meetings relating to teaching or competition activity. The Head Coach may represent the Club at County or Regional meetings.
4. Accountability. The Head Coach is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General meeting.
5. Financial responsibility. The Head Coach has no personal delegated financial authority but may incur expenditure as agreed by the Executive Committee and/or in consultation with the Treasurer.

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : COMPETITION SECRETARY

1. Background. Working with the Head Coach and Swimming Committee to organise, manage and communicate all internal and external competitions.
2. Primary tasks. To attend Swimming and Executive Committee meetings in order to:
  - a. Manage matters relating to galas, timing sessions, championships, open meets etc.
  - b. Point of Liaison with Aquae Sulis
3. Accountability. Accountable to the membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General Meeting.
4. Financial responsibility. The Competition Secretary has delegated authority to authorise expenditure within current limits and in liaison with the Treasurer.

## **CORSHAM AMATEUR SWIMMING CLUB**

### **JOB DESCRIPTION : MEMBERSHIP SECRETARY**

1. Responds to new membership enquiries, liaising with the Head Coach to arrange trial swim sessions.
2. Deals with the annual registration of all club members each March, and new registrations for competition swimmers as necessary throughout the year.
3. Provides membership reports as required, including:
  - Registers
  - Medical reports
  - Emergency contact details.
4. Accountability. The Membership Secretary is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General Meeting.

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : EXECUTIVE COMMITTEE MEMBER

1. **Background.** The post of Executive Committee Member is subject to nomination and election at the A.G.M. The term of office is 12 months although the post holder may be nominated and elected to serve in consecutive years.
2. **Primary tasks.** These are to:
  - a. Attend Executive Committee meetings and other meetings as required.
  - b. Assist in the efficient management of the Club, by contributing to policy development and making decisions on the administration of the Club.
  - c. Bring to the Executive Committee's notice any matters requiring its attention.
3. **Accountability.** The Executive Committee Members are accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General meeting.
4. **Financial responsibility.** Executive Committee Members have no delegated authority to incur expenditure on the Club's behalf without the approval of either the Executive Committee or the Treasurer.

## CORSHAM AMATEUR SWIMMING CLUB

### JOB DESCRIPTION : SOCIAL COMMITTEE MEMBER

1. Background. The Social Committee consists of 3 members (can be parents and therefore not necessarily in full membership) who are subject to nomination and election at the A.G.M. The term of office is 12 months although each post holder may be nominated and elected to serve in consecutive years. The Social Committee is advised and assisted by the Assistant Secretary as required.
2. Primary tasks. These are:
  - a. To arrange annual events such as the BBQ, Presentation Evening, children's party, any outings and the Triathlon food tent (if invited to do so). Support community events such as French week, Community Centre Christmas Bazaar etc. as considered necessary.
  - b. To put in place arrangements for taking money at the door at home galas, selling programmes and providing squash etc. for officials.
  - c. To provide and administer the raffle for County Age Groups/Championships when asked to do so by the County Competition Secretary.
  - d. To arrange social events.
  - e. To nominate a member to attend each Executive Committee meeting to provide a report.
3. Accountability. Social Committee members are accountable to the membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General Meeting.
4. Financial responsibility. The Social Committee has no delegated budget but may incur expenditure with Executive Committee approval. Accounting details and receipts from all fund raising and social events are to be maintained and available for audit. All money raised is to be handed to the Treasurer accompanied by necessary supporting paperwork (e.g. invoices, receipts etc.) at the earliest opportunity.

## **CORSHAM AMATEUR SWIMMING CLUB**

### **JOB DESCRIPTION : MASTERS REPRESENTATIVE**

1. Acts of point of co-ordination and liaison for the Masters Section of the Club, including internal and external competitions.
2. Accountability. The Masters Representative is accountable to the Membership of the Club for the discharge of these tasks through:
  - a. The Executive Committee
  - b. The Annual General Meeting.