

OFFICE BEARERS

(these positions hold voting power & require monthly attendance at committee meetings)

PRESIDENT

- Provide leadership and direction of the club
- Chair the monthly committee meetings
- Deliver the President's address at the presentation
- Actively participate in club and district racing as an official or volunteer
- Positively promote the club
- Have a good working relationship with the RSL Directors and Aquatic Centre Management/staff
- Sign off on the budget
- Along with the Treasurer manage the budget
- Complete and submit the Annual RSL Grant Application
- Attend Junior Sports Clubs meetings
- Provide quarterly club updates to the RSL Sports Clubs committee
- Provide direction to other committee members
- Stay up to date with governing bodies
- Manage complaints

VICE PRESIDENT x 2

- Be an active member of the club
- Positively promote the club
- Encourage volunteers
- Communicate with new members about club activities
- Provide encouragement to the athletes
- Support the duties of the president
- In the President's absence chair the meetings
- Assist in the Development program
- Be a Leader at club race nights, including good participation as a volunteer
- Assist in organising fundraising
- Assist with club communication

SECRETARY

- Manage correspondence in and out. Collect mail, receive correspondence, etc.
- Take the minutes of the meetings & distribute them after each meeting
- Liaise with President on important matters
- Manage the club's annual presentation
- Communicate with members regarding administrative matters
- Be a leader on club race nights as a volunteer
- Assist other committee members as required



COMMITTEE ROLES AND RESPONSIBILITIES

TREASURER

- Responsible for managing the Club's finances
- Along with the President set the annual budget
- Carry out accounting for all Club income and expenses throughout the year
- Present the Profit & Loss Statement to the monthly committee meetings
- Provide the President with CHRSL grant application details/finances
- Responsible for acquittal of grant payments
- Liaising with Castle Hill Fitness and Aquatic Centre & RSL on funding matters
- Be a Delegate to Castle Hill RSL Jnr Sports – attending 2 meetings per year
- Arrange annual audit of the club's books – to be performed by the CHRSL Treasurer / Auditor
- Assist with fundraising, with a financial focus

RACE SECRETARY

- Look after 'external' meets the club attends
- Ensure swimmers get their entries in for target meets
- Organise relays for SMNW, State & Nationals
- Liaise with Club Coach in regards to target meets
- Look after CHRD Team Manager (offline) database which holds the swimmers PB's
- Attend Race Secretaries SMNW meeting – twice per year
- Responsible for having club nights approved by SMNW if required
- Organise 'Team Managers' for SMNW, State & Nationals
- Organise timekeeping rosters for external competitions, when CHRD is required to provide

REGISTRAR

- Look after swimmer registrations
- Liaise with Swimming NSW when required
- Liaise with new members
- Preferably be available on most Friday nights to talk to new members

SOCIAL SECRETARY

- Organise the clubs social activities
- Manage / Lead the clubs fundraising activities

COMMUNICATIONS OFFICER

- Promotes the club athletes in the local media
- Assist with social media, including Facebook, Team App
- Be responsible for collation and issue of monthly club newsletters
- Be an active volunteer at club race nights



COMMITTEE ROLES AND RESPONSIBILITIES

ELECTED MEMBER

- Assist other committee members where required, e.g. with presentation, fundraising, social activities, etc
- Be an active volunteer on Friday night races

OTHER POSITIONS AVAILABLE

(Note – these positions do not require attending monthly meetings however they may be required from time to time)

CHIEF RECORDER

- Responsible for setting up the meet in ClubLane, collecting entries via ClubLane & preparing the Friday night race program
- Responsible for submitting the results to SNSW & SMNW
- No attendance on Friday night required

FRIDAY NIGHT RECORDER (job share - 3 positions)

- This position relates to recording results on Friday nights on Meet Manager
- A roster will be done so you are not required each week

ASSISTANT TO FRIDAY NIGHT RECORDER (job share - 3 positions)

- This position relates to assisting the Friday Night Recorder with the running of the meet. No computer skills required – the role is to identify changes to the Race program as provided by the Chief Marshall of the meet, and enquiries of timekeepers where there are anomalies in the recorded times for swimmers.
- A roster will be done so you are not required each week

ASSISTANT SECRETARY

- To organise the monthly pointscore medals, winter pointscore, trophies for annual presentation

ASSISTANT RACE SECRETARY

- To provide assistance to the race Secretary in all aspects of that role, when requested and needed
- Attend Race Secretary and/or Zone 4 meetings as required

UNIFORM OFFICER

- Looks after the uniforms and is the contact person for all members when uniform items are required
- Keep track of stock and re-order when required

WEBSITE CO-ORDINATOR

- Responsible for running the club's website

DELEGATE TO SWIMMING NSW (2 positions)

- Attend the Annual AGM held by Swimming NSW on behalf of the club



COMMITTEE ROLES AND RESPONSIBILITIES

DELEGATE TO SMNW (2 positions)

- To attend the Annual AGM held by SMNW

DELEGATE TO ZONE 4 RSL SWIMMING (2 positions)

- To attend approximately 2 meetings in the lead up to the Zone 4 Championships
- To liaise with the Zone 4 committee as required
- To organise the clubs entries for the heats

DELEGATE TO CASTLE HILL RSL JUNIOR SPORTS (2 positions)

- Treasurer should hold 1 position, with the second role being held by President or Vice-president

SPONSORSHIP CO-ORDINATOR

- To help engage local businesses for sponsorship. I.E. sausages & bread for bbq's on Friday nights

FRIDAY NIGHT BBQ's

- Runs and co-ordinates the Friday night BBQ & sets up a roster

WELFARE OFFICER

- Responsible for keeping records up to date for 'WWC'
- Liaises with President on any issues that may arise from time to time

CLUB RECORDS – Short Course & Long Course

- Looks after CHR D Club Records