

PRESIDENT

The club President oversees the running of the BAQU Swimming Club activities and is the public 'face' of the club.

Roles and Responsibilities

- Chair of regular Committee Meetings.
- Writes a President message for inclusion in each newsletter.
- Central liaison point with the school, Metro NorthWest and Swimming NSW. (Includes matters such as maintaining registration with Metro NorthWest and Swimming NSW.)
- Governance of the Club/Committee including a firm knowledge of the club's rules and constitution.
- Administrative requirements are met in accordance with our Constitution and legal requirements.
- Allocation of resources to achieve objectives.
- Committee membership and succession plans.
- Ensures the Barker College Coaches are in agreement with all activities, especially Club Nights.
- Ensures the Club has at least one Member Protection Information Officer.
- Ensure that committee members respond to requests in a timely manner.
- Make speeches at formal nights such as awards presentations.

Personal skills

- Can communicate effectively with good interpersonal skills.
- Friendly, welcoming and approachable especially for new parents.
- Can adapt their thinking to different ideas.
- Impartiality and fairness.
- Forward thinker and planner with an open mind to new ideas.
- Experience working with committee procedures.
- Can delegate tasks to appropriate committee members.
- Knowledgeable on all club fronts.
- A leader who can provide direction.
- Enthusiastic.

CLUB SECRETARY

The Club Secretary is the chief administration officer of the club. The secretary is the link between members, the club executive committee and outside agencies, eg, another local club.

Roles and Responsibilities

- The club Secretary covers the BAQU Swimming Clubs administration activities.
- Ensure meetings are effectively organised and minuted, including preparing and circulating meeting agendas, booking the Blue Gum, sending out Teams invitations and taking meeting minutes.
- Email members with information as required.
- Maintain club administrative records.
- Keep a record of correspondence.
- Act as the custodian of the club's governing documents.
- Uphold legal requirements and regulatory obligations.
- Respond to club correspondence and forward correspondence on to the relevant people within the club.

Personal Skills

- Organisational ability.
- Experience working with committee procedures.
- Minute-taking experience.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Approachable.
- Able to work well with the President and other committee members.
- Be willing to learn the club's rules and constitution

RACE SECRETARY

The race secretary is responsible for all aspects of racing from club nights to nationals. A club laptop will be provided for you to manage all Race Secretary requirements.

Roles and Responsibilities

- In conjunction with the Coaches, organise and communicate the calendar of swimming meets.
- Ensure the online calendar on the club website remains current.
- Create Club Night events in Meet Manager and Swim Central. Once created you then need to open entries in Swim Central for swimmers to enter into events then after entries close upload files into Meet Manager.
- At the Club night you will be required to “run” the meet using “Dolphin” software together with Meet Manager. After the meet you are required to upload results into Swim Central and submit relevant files to Metro NorthWest for verification.
- Record and manage relevant club race data.
- At Area, State and National meets work with the coaches to enter BAQU into various relay races.
- Report on swimmers’ key results and records.
- Liaise with SMNW and Swimming NSW on Club matters.

Personal Skills

- Organised.
- Good IT skills.
- Can work both in a team and individually.
- Can work to deadlines.
- An interest in all swimming racing.

TREASURER

The Treasurer is responsible for the financial affairs of the Swimming Club.

Roles and Responsibilities

- Managing and reporting on club finances including being fully informed about the financial position of the club at all times.
- Banking and authorities to act.
- Making all payments and keeping accurate up-to-date records of income and expenditure.
- Prepare budgets for the forthcoming year suggesting possible sources of income and expenditure.
- To present regular breakdowns of income and expenditure to the management committee.
- Club Governance.
- Special items that arise.
- Arrange bill payments - note current cheque signatories are the Treasurer, Secretary and Race Secretary.

Personal skills

- Experience with financial control and budgeting.
- Good communication and interpersonal skills.
- Takes initiative.
- Self-motivated.
- Task-oriented.
- Organised and works well to deadlines.

REGISTRAR

The registrar is responsible for maintaining an up-to-date register of club members, managing registrations, and overseeing member transfers.

Roles and Responsibilities

- Membership communication.
- Coordinate membership, registration and transfers.
- Liaison with SMNW and Swimming NSW on matters relating to membership.
- Organising timekeepers and volunteers at club nights in conjunction with the coaches and the race secretary.
- Maintain an up-to-date registrar of club member information. This includes member information for meets (in conjunction with the race secretary) and the member email list for the newsletter (in conjunction with the secretary).
- Ensure new members are directed to the club website so they can purchase the mandatory uniform.

Personal skills

- Organised.
- Ability to generate simple reports.
- Self-motivated.
- Can work individually and in a team.

MEMBER PROTECTION INFORMATION OFFICER (MPIO)

The MPIO serves as the first point of contact for any inquiries, concerns, or complaints related to harassment, abuse, and inappropriate behavior. They provide information, support, and guidance on the complaint resolution process but do not investigate or mediate complaints themselves. Please note: MPIOs have no jurisdiction to determine the method of addressing a complaint, make a decision about, or impose any disciplinary measure.

Roles and Responsibilities

- NOTE: You will be required to undertake specific online training to learn the role.
- Provide impartial information and guidance about policies, processes and procedures to any person with a concern arising from an alleged breach, or any person against whom there is an allegation of a breach.
- Make reports on behalf of members if the member approves.
- Make the report anonymous if the member wishes.
- Follow up an enquiry or complaint in a timely manner.
- Explain the complaint process and options available.
- Contact the appropriate person/organisation designated to resolve the complaint and pass on pertinent information you have collected. This includes:
 - * Sport Integrity Australia for complaints about child abuse, race, religion, age etc.
 - * Swimming Australia for complaints about race fixing, drugs, breach of code of conduct for things like social media, and member protection complaints about bullying, harassment and intimidation.
 - * eSafety Commission for online abuse.
- Swimming MNW, Swimming NSW and Swimming Australia all have Integrity contacts.
- Provide confidential information and moral support to the person with the concern.

Personal skills

- Compassion.
- Discretion.
- Impartiality.
- The ability to respect confidences.
- Empathy.
- Patience.
- Understanding.
- A clear communication style.
- Good note taking skills.

GENERAL MEMBERS

General members of the club play a vital role in helping to keep the club running. You are able to be a general member without being a formal committee member if that suits your lifestyle better. General members help with many aspects of the club including the following.

MERCHANDISE COORDINATOR

If you love merchandise and coming up with fun ideas, then this role is for you.

Roles and Responsibilities

- Monitoring the website / email for monthly uniform orders and ensuring they are ordered and delivered in a timely manner.
- Organising the National team kits annually.
- Organising special event merchandise for state events.
- Liaising with the BAQU supplier for all merchandise requirements.
- Liaising with the coaches to ensure there is always a sufficient supply of swim caps on hand.
- Checking merchandise invoices and ensuring they are passed to the treasurer in a timely manner for payment.
- Maintain a relationship with arena swimming to ensure the club deal is maintained ongoing.
- Identify new merchandising opportunities when appropriate.

Personal skills

- Highly organised.
- Can work to tight deadlines.
- Likes to work in a team environment.
- Is self-motivated to work independently.
- Good communication and interpersonal skills.

MARKETING / PUBLICITY

If you like to dabble in design, then this may be the role for you. This role requires minimal time across the year and includes the following.

Roles and Responsibilities

- Custodian of the club's logo and brand guidelines.
- Designing and creating notice board updates including posters to be displayed in the aquatic centre.
- Designing and creating marketing material for use at internal events.
- Ensures the brand is maintained across all media including online.
- Organising club social events (with the help of others).

Personal skills

- Has a creative flair.
- Can work under time pressure with short notice.
- Can work both in a team and individually.
- Good communication and interpersonal skills.

SOCIAL MEDIA COORDINATOR

If you love social media, then this role is made for you.

Roles and Responsibilities

- Taking or organising for photos to be taken at all swimming meets.
- Posting those photos and results from swimming meets as the meet is happening.
- Keeping the photos in dropbox up to date and deleting old photos.
- Be aware of students who are on the "Do Not Publish" list.
- Ensuring photos to be published meet club rules and expectations. IE Boys to always have a shirt on.
- Posting stories etc.
- Ensuring the club has a consistent presence on social media.
- Responsible for the development of new engagement ideas.
- A solid understanding of social media rules, regulations and algorithms.

Personal skills

- Creative.
- Attention to detail.
- Self-motivated.
- Enthusiastic.
- Can work under time pressure.
- Sensitive to age limitations.

WEBSITE COORDINATOR

The website coordinator ensures the technology platforms used by the club are running smoothly.

Roles and Responsibilities

- Maintains and updates the BAQU website using Wordpress CMS.
- Manages the products and Jotform shopping cart used for ordering merchandise.
- Collates, formats and sends the club newsletter in Mailchimp.
- Provides feedback to the committee on newsletter usage.
- Ensure that all licences are renewed annually.
- Monitors website availability and uptime.
- Liaises with the website hosting provider (swimrocks) as needed.

Personal Skills

- Good digital/IT skills.
- Organised and methodical.
- Self-motivated and can work independently.
- Responsive and can work to tight deadlines.