



LCSC Committee Roles (April 2023)

Elections for committee positions should take place subject to the Constitution. This may involve nominations in advance of the Club's Annual General Meeting or at the actual meeting. The governance documentation dictates how the committee should function, how it is appointed, how often it should meet, how long members serve and who is eligible to serve. Committee positions are all equally important to the running of the Club, however there are some areas that can be described as key areas. The areas of Leadership (President, VP-Club, VP-Competitive), Administration (Secretary), Financial Management (Treasurer) are key areas.

Some key roles are as follows:

Role and brief description	Responsibilities
<p>President</p> <p>The President of the club will provide overall leadership and be responsible for the leading of the committee and the performance of the organisation.</p>	<p>Consistent with the LCSC By-Laws, the President shall:</p> <ol style="list-style-type: none"> a) promote the image of the Club at all times and lead the pursuit of the Objects and carry out such duties as requested by a General Meeting and the Committee; b) be responsible for the leadership and overall administration of the Club; c) represent the Club on external bodies as determined by the Committee; and d) coordinate the Committee activities and ensure that the Committee properly undertakes its governance role. <p>The President shall also:</p> <ul style="list-style-type: none"> ▪ Chair Committee meetings ensuring that they follow an agenda and are correctly recorded with minutes being archived. ▪ Lead the committee in ensuring strong Club governance. ▪ Lead the development and implementation of the Club's strategic plan including managing the executive and volunteer roles of the Club to ensure the Club has a healthy, engaged membership and a sustainable future. ▪ Assist in the development of partnerships with other clubs, state associations, national sporting bodies, potential sponsors and funding organisations. ▪ Manage the Volunteer Coordinator and Member Protection Information Officer (jointly with the Registrar) to ensure the effective functioning of these roles and that opportunities for member involvement are activated.
<p>Vice President – Club</p> <p>The Vice President (Club) will support the Club President in providing leadership to the club</p>	<p>Consistent with the LCSC By-Laws, the Vice President – Club shall:</p> <ol style="list-style-type: none"> a) assist the President in carrying out their duties and shall attend to such matters as the President may, from time to time, request.



<p>overall including organising the committee and over-seeing the performance of the club pathway.</p>	<p>The Vice President – Club shall also:</p> <ul style="list-style-type: none">▪ Lead the key Club initiatives and supervise the roles of Saturday Club Race Secretary and any other volunteers of Club initiatives to ensure these roles and their various sub committees meet their objectives, are within budget and are resourced appropriately.▪ Play a key role in the growth and promotion of Saturday Club and Winter Club.▪ Assist in the development and roll-out of any youth leadership initiatives.▪ In any event that the President is unable to fulfil their duties, the Vice President will step into that role.▪ Chair Committee meetings in the President’s absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived.▪ Support in leading the Committee and ensuring strong Club governance.▪ Be a role model for the club, providing the club with a positive image at external functions▪ Assist the committee in any Club-wide initiatives such as development camps
<p>Vice President – Competitive</p> <p>The Vice President (Competitive) will support the Club President in providing leadership to the club overall including organising the committee and over-seeing the performance of the competitive pathway.</p>	<p>Consistent with the LCSC By-Laws, the Vice President – Competitive shall:</p> <ul style="list-style-type: none">▪ assist the President in carrying out their duties and shall attend to such matters as the President may, from time to time, request. <p>The Vice President – Competitive shall also:</p> <ul style="list-style-type: none">▪ Lead the delivery of the competitive function of the Club, including managing the competitive Race Secretary and working with the Head Coach to ensure the successful delivery of competitive goals of the Club.▪ Play a leadership role at competitive carnivals ensuring there is a team manager for each target meet and relevant activities and initiatives to support competitive members (eg. State & National team presentations, uniforms for representative swimmers and initiatives for competitive swimmers).▪ In any event that the President is unable to fulfil their duties, the Vice President will step into that role.▪ Chair Committee meetings in the President’s absence, ensuring that they follow an agenda and are correctly recorded with minutes being archived.▪ Support in leading the Committee and ensuring strong Club governance.▪ Be a role model for the club, providing the club with a positive image at external functions.▪ Assist in the development of partnerships with other clubs, state associations, national sporting bodies.▪ Assist the committee in any club-wide initiatives such as development camps▪ Manage the technical training officer to ensure that the effective functioning of the role and that opportunities for member involvement are activated.▪ Support the Head Coach and Committee in establishing a competition calendar to allow the Head Coach to plan which meets to target in the training cycles.



	<ul style="list-style-type: none"> ▪ Communicate with the Competition Race Secretary to find the necessary volunteers to support competitions as required. ▪ Provide competition updates at committee meetings as required. ▪ Advertise, promote and submit competitions and swimmer entries. ▪ Be the point of contact for all competition-related enquiries for external persons and organisations.
<p>Treasurer</p> <p>The Club Treasurer is responsible for the financial supervision of the club, which allows the committee to focus on providing strong governance of the club.</p>	<p>Consistent with the LCSC By-Laws, the Treasurer shall ensure:</p> <ol style="list-style-type: none"> a) that all money due to the Club is collected and received and that all payments authorised by the Club are made; b) that correct books and accounts are kept showing the financial affairs of the Club, including full details of all receipts and expenditure connected with the activities of the Club; and c) as soon as practicable after the end of each financial year, a statement containing the following is prepared: <ol style="list-style-type: none"> i. the income and expenditure for the financial year just ended, and ii. the Club’s assets and liabilities at the close of the year. <p>The Treasurer shall also:</p> <ul style="list-style-type: none"> ▪ Develop and provide reports on all of the Club’s financial affairs. ▪ Be the lead on the annual financials process for the AGM. ▪ Support the President in the development of the Club Strategic Plan by providing support on financial planning. ▪ Manage and support any required auditing processes. ▪ Be responsible for any incoming funds and external payments including funds, grants, salaries and wages. ▪ Provide relevant financial reports at committee meetings ▪ The Club Treasurer will link largely with the President providing financial updates and reports to allow them to best manage the financial security of the club.
<p>Registrar</p> <p>The Registrar is to ensure any member or visitor is welcomed and provided with any required induction, introductions and information on the club as necessary. This role also manages the volunteer</p>	<ul style="list-style-type: none"> ▪ Act as the “meet and greet” when new members arrive for their first club interaction. ▪ Ensure all new members have the required club induction and that they are provided with all relevant information needed. ▪ Provide new members with a welcome pack and any club uniform. ▪ Be a role model for the Club, providing a positive image at Club functions ▪ Follow up with members who leave the club to gain feedback on their experience and return any club uniform as required.



<p>coordinator and member protection information officer to ensure that volunteering opportunities are planned and organised.</p>	<ul style="list-style-type: none"> ▪ Manage the volunteer coordinator and Member Protection Information Officer (jointly with the President) to ensure the effective functioning of these roles and that opportunities for member involvement are activated.
<p>Secretary</p> <p>The Secretary is the chief administration officer of the club.</p>	<p>Consistent with the LCSC By-Laws, the Secretary shall ensure:</p> <ol style="list-style-type: none"> a) The Secretary of the Club must, as soon as practicable after being appointed as secretary, lodge notice with the Association secretary and SNSW of their address and contact details. b) The Secretary must ensure full and accurate minutes of all members in attendance, questions, matters, resolutions and other proceedings of each Committee meeting and General Meeting are appropriately recorded. <p>The Secretary shall be responsible for:</p> <ul style="list-style-type: none"> ▪ Secretarial duties ▪ Correspondence ▪ Taking of minutes ▪ Follow up from meetings ▪ Club administration records ▪ Working with the Registrar to ensure there is an accurate record of Club members. ▪ Managing the AGM records and documentation.
<p>OTHER NON-COMMITTEE ROLES</p>	
<p>Race Secretary (Competitive)</p> <p>The Race Secretary (Competitive) is responsible for all administration work in relation to all external competitions including local, State and National level competition.</p>	<ul style="list-style-type: none"> ▪ Be the point of contact for competitive members in relation to external carnivals and ensure there is a team manager and roster for volunteer roles at key external carnivals. ▪ Attend junior competitive carnivals to oversee team, coordinate timekeepers and ensure appropriate support for younger competitors ▪ Work with VP Competitive and Head Coach as part of Competitive sub committee to establish the competition calendar each season



<p>Saturday Club Race Secretary</p> <p>The Saturday Club Race Secretary is responsible for all administration work in relation to Club racing activities including Saturday Morning Club, Winter Club, Club Championships and Spring Carnival.</p>	<ul style="list-style-type: none"> ▪ Be the point of contact and manage the registration for Saturday Morning Club, Spring Carnival, and Club Championship events. ▪ Communicate with the Club Volunteer Coordinator and Competitive Race Secretary to find the necessary volunteers to support competitions as required ▪ Advertise, promote and manage entries for Saturday Morning Club, Spring Carnival, and Club Championship events. ▪ Manage the recording activities for Saturday Morning Club, Spring Carnival, and Club Championship events. ▪ Ensure there is appropriate training and resourcing of Saturday Morning Club registration and recording team.
<p>Communications Manager</p> <p>The Communications Manager is responsible for promotion of the Club and its activities to members and to the local community</p>	<ul style="list-style-type: none"> ▪ Promote the Summer Club Championships, Spring Carnival, Summer Club and Winter Club activities working with the Head Coach, Vice President Competitive, Vice President Club, and relevant other roles (Saturday Club Race Secretary and fundraising coordinator).
<p>Club Meet Director</p> <p>The Meet Director is responsible for the coordination of the Summer Club Championships, Spring Carnival and Winter Club activities.</p>	<ul style="list-style-type: none"> ▪ Coordinate the planning of the Summer Club Championships, Spring Carnival and Winter Club activities working with the Head Coach, Vice President Competitive, Vice President of Club, and relevant other roles (Saturday Club Race Secretary, Competitive Race Secretary and fundraising coordinator) to ensure these events are appropriately planned, budgeted, resourced and promoted. ▪ Act as the Meet Director at the Summer Club Championships and Spring Meet to make key decisions relating to these meets.
<p>Volunteer Coordinator</p> <p>The Club Volunteer Coordinator is responsible for ensuring that the club has enough volunteers available to support the day-to-day operations of the club. This role will include recruiting, training, supporting and recognising volunteers for a</p>	<ul style="list-style-type: none"> ▪ Work with the Club Committee to establish the volunteer requirements of the club. ▪ Work with the Club Committee to develop and implement any necessary volunteer resources such as role descriptions, volunteer handbook etc. ▪ Explore all available opportunities to recruit new volunteers ▪ Oversee that the necessary volunteering screening is undertaken such as Working With Children Checks and Police Checks. ▪ Induct new volunteers or support them by arranging shadowing or mentoring opportunities. ▪ Develop and implement volunteer recognition opportunities. ▪ Attend committee meetings and provide volunteer updates as and when required.



variety of roles throughout the club.	<ul style="list-style-type: none">▪ The club Volunteer Coordinator will liaise with the Competitions Race Secretary to ensure any volunteer requirements are met as part of a local, State or National meet requirement.
Fundraising Coordinator	<ul style="list-style-type: none">▪ Liaise with the Club President to identify any sponsorship or funding requirements▪ Prepare sponsorship and funding opportunities that meet the Club's needs to propose to the committee for approval.▪ Make the committee aware of any funding opportunities.▪ Maintain records of sponsor details and provide any report required as part of the partnership.▪ Ensure the club complies with any sponsorship requirements, such as signage, promotional materials etc.▪ Develop and maintain strong relationships with sponsoring organisations.▪ Provide reports for committee meetings on sponsorship updates including new opportunities, current compliance with existing sponsors and balances available.