

# Ivanhoe Neons Swimming Club

## Committee Profiles

Prepared for 2007 AGM

This document outlines the tasks performed by our various committee members. We have adopted a transparent and structured approach where members feel empowered to embrace their role with confidence, knowing they have the support of fellow members. This dynamic group welcomes all who wish to participate in the management of our successful club.

### **EXECUTIVE COMMITTEE:**

**CLUB PRESIDENT**  
**VICE PRESIDENT**  
**CLUB SECRETARY**  
**CLUB TREASURER**  
**HEAD COACH**

### **CLUB OFFICE BEARERS:**

**MEMBERSHIP OFFICER**  
**COMPETITIONS OFFICER**  
**SOCIAL AND FUNDRAISING COORDINATOR**  
**UNIFORM COORDINATOR**  
**WEBSITE ADMINISTRATOR & PUBLICITY COORDINATOR**

## **EXECUTIVE COMMITTEE:** **CLUB PRESIDENT**

### **OVERVIEW:**

To provide a figurehead for the club, and to provide general motivation and direction for the club. To take an overall responsibility that tasks are done.

### **MAIN FUNCTIONS:**

- Attend and chair monthly committee meetings. Responsibility for these to defer to the VP if the President is unavailable.
- Chair AGM. Responsibility for this to defer to VP if President unavailable.
- At the start of the season, draw up and ensure distribution of annual calendar of events to all committee members, including the website administrator for web publication.
- Ensure that communication is good within the club and that any organizational or people problems in the club are resolved by discussions with the other committee members, coaches or parties concerned.
- Provide a channel of communication between Head Coach, other coaches, parents, swimmers, Swimming Victoria and Metro North to ensure smooth operations within the club.
- Oversee that legal obligations are met.
- Ensure an even distribution of duties among the committee members.
- Attend Metro North Meetings and Swimming Victoria AGM, or nominate a delegate to attend.
- Actively seek sponsorship opportunities for the club.
- Assist with other committee members' duties when necessary.

### **OTHER FUNCTIONS:**

- Assist with the official functions at all IVANHOE NEONS time trials and swimming meets.
- Write a half-yearly Presidential Note for the monthly newsletter/time trial and website.

### **SPECIAL NOTES:**

- Liaise with Club Secretary to draw up each month's committee meeting agenda and the annual calendar of events.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

**EXECUTIVE COMMITTEE:**  
**VICE PRESIDENT**

**OVERVIEW:**

To liaise closely with the President and to share duties as outlined in the President Committee Profile. To closely monitor completion of tasks assigned to committee members and to raise any issues that may arise from these tasks.

**MAIN FUNCTIONS:**

- Attend and chair monthly committee meetings in the absence of the President.
- Oversee general administrative tasks related to the running of the club and the constitution of the club.
- Assist with organization of club swimming timetable, club swimming events and championships and social events held by the club.
- Actively seek sponsorship opportunities for the club.
- Oversee and follow up discrepancies of general operations of the club.

**OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with the official functions at all IVANHOE NEONS time trials and swimming meets.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

## **EXECUTIVE COMMITTEE:** **CLUB TREASURER**

### **OVERVIEW:**

To take responsibility for all financial aspects of the club, excluding club fees, which are dealt with by The Joanne Love Swim School. To hold the title of Public Officer.

### **MONTHLY MAIN FUNCTIONS:**

- Record and pay any invoices received and submitted for payment.
- Receive, record and bank all membership fees, competition entries, time trial money and sponsorship money.
- Ensure that invoicing is kept up to date by monitoring and post out invoices for any late or outstanding payments using the Invoicing System. All account details to be kept accurate and up to date by liaison with Membership Officer.
- Prepare financial statements for monthly committee meetings, including bank reconciliation, summary of investments, cash summary and monthly statement of receipts and payments.
- Monitor cash flow and determine if funds need to be invested or if investments need to be redeemed.
- Take cash at the door at time trials.
- Assist and take cash for annual re-registration session.

### **ANNUAL MAIN FUNCTIONS:**

- Prepare annual financial statements.
- Organise the annual audit of statements prior to the AGM.
- Submit annual returns to the ATO.
- As Public Officer, submit annual return to Office of Fair Trading.
- Submit annual return to Swimming Victoria.

### **OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with the official functions at all IVANHOE NEONS time trials and swimming meets.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

## **EXECUTIVE COMMITTEE:** **CLUB SECRETARY**

### **OVERVIEW:**

To be responsible for smooth administrative running of the club, including all correspondence for the club.

### **MAIN FUNCTIONS:**

- Communicate with Swimming Victoria and Swimming Australia when necessary. This includes reading monthly SV swim news.
- Clear mailboxes of all correspondence.
- Read and reply to any relevant correspondence. Pass this information on at committee meetings.
- For monthly committee meetings:
  - a. In conjunction with the President, prepare and distribute an agenda.
  - b. Prepare a club secretary's report on correspondence in and out
  - c. Record and distribute the minutes of committee meetings.
  - d. File a copy of the agenda and minutes in the minute folder and send to Website Administrator for web publication.
- Call AGM, give notice and circulate nomination forms.
- Prepare a report for the AGM.
- Organise trophies for AGM.
- Organise Coaches gifts at AGM.
- Publish and distribute the weekly newsletter and pass this on to the Website Administrator for web publication.
- Maintain and provide copies of the Club Information Booklet to the Membership Officer.

### **OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with the official functions at all IVANHOE NEONS time trials and swimming meets.
- Keep a confidential record of all addresses and e-mail addresses. These can be obtained from the Membership Officer.
- Keep a record of postage and stationery costs. Claim back costs from the treasurer.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

**EXECUTIVE COMMITTEE:**

**HEAD COACH**

**OVERVIEW:**

To be responsible for all coaching matters within the club,

**MAIN FUNCTIONS:**

- All matters pertaining to aquatic tuition are under the direct control of our Head Coach.
- This also applies to the appointment of all coaching staff for the various squad levels.

## **CLUB OFFICE BEARERS:** **MEMBERSHIP OFFICER**

### **OVERVIEW:**

To welcome new members to the club and to maintain registrations data for the club.

### **MAIN FUNCTIONS:**

- Meet new members and explain (on a one-to-one basis or arrange a group session) how Ivanhoe Neons operates and what is expected of each family with regard to time trials, timekeeping rosters, payment of competition entries etc.
- Be available to answer general questions at time trials and the AGM or when they arise.
- Using Swim Net, maintain the registrations database. Keep backup copies.
- Keep accurate and current database of all club members
- Communicate with SV when necessary.
- Organise the annual re-registration session:
  - a. Review and arrange annual renewal letter
  - b. Recommend to Committee new fees for next season
  - c. Print off existing registration forms and blank forms for new members from Swim Net
  - d. Co-ordinate helpers to take registrations
  - e. Record new members' details
  - f. Hand membership fees to Club Treasurer for banking
  - g. Ensure timely followup of all outstanding registrations.
  - h. Liaise with Club Treasurer to ensure membership data for invoicing system is kept accurate and current
  - i. Liase with Club treasurer to ensure invoices are produced for outstanding memberships
  - j. Liaise with Head Coach at start of new season with regard to outstanding memberships
- Prepare a report for the committee meeting on status of registrations.
- Prepare a report for the AGM.

### **OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with the official functions at all IVANHOE NEONS time trials and swimming meets.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

## **CLUB OFFICE BEARERS:** **COMPETITIONS OFFICER**

### **OVERVIEW:**

To identify, with the aid of the Head Coach, competitions that are suitable for our club. To distribute related information to coaches and swimmers and to process competition entries. To maintain Club Records.

### **MAIN FUNCTIONS:**

- Using the Annual Swimming Calendar, identify and draw up an annual list of competitions that are suitable for IVANHOE NEONS. Forward this list to the Webside Administrator for web publication.
- As they arise, but with plenty of warning, copy and distribute fliers of meets to all coaches, swimmers and Website Administrator. Post copies of these on the notice board. Ensure entry-closing dates are reasonable, so that club entries can be processed.
- Receive entries from swimmers. Process entries and post to competition coordinators using Meet Manager if applicable. Provide a final list of swimmers to the Head Coach.
- Recommend club team entries in Swimming Victoria and Metro North competitions. Take responsibility for ensuring that teams are finalised.
- Arrange for appointment of Team Managers for club teams and provide support where necessary.
- In consultation with coaches, invite swimmers to represent the club.
- To maintain records and ensure that they are correctly published on the website.
- Arrange away swim meets.
- Arrange monthly club time trials.
- To be responsible for organizing the IVANHOE NEONS Club Championships.
  - a. Ensure adequate supply of ribbons, trophies and certificates.
  - b. Find timekeepers and officials. And draw up and distribute program
  - c. Notify relevant parties
  - d. Record and check results and post results
  - e. Liaise with social coordinator for snacks after the event
  - f. Money to Club treasurer for banking
  - g. Ensure adequate notice and advertising of club champs is undertaken

### **OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with timekeeping or official recording at all IVANHOE NEONS time trials swimming meets.

### **SPECIAL NOTES:**

- Check the IVANHOE NEONS swimming postbox and coaches for competition entries.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

## **CLUB OFFICE BEARERS:** **SOCIAL & FUNDRAISING COORDINATOR**

### **OVERVIEW:**

To be responsible for social and publicity activities within the club.

### **MAIN FUNCTIONS:**

- Find creative ways in which the club can function on a social level.
- Create a social atmosphere at club meets.
- Organize the pizza and drinks etc after the Club Champs and Time Trial nights.
- Organize snacks and drinks after the AGM.
- In conjunction with the President and the Club Secretary organise the AGM and do research to find a guest speaker for the AGM.
- Organize raffles for above-mentioned functions and for time trials
- Promote newspaper and internet coverage for outstanding achievements.
- Liaise closely with the Website Administrator to ensure all information is published on the website.
- Actively seek club sponsorship.
- Annual fund raising budget and strategy presented to committee

### **OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with the official functions at all IVANHOE NEONS time trials and swimming meets.

### **SPECIAL NOTES:**

- Keep receipts and claim costs back from the treasurer.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

## **CLUB OFFICE BEARERS:** **UNIFORM COORDINATOR**

### **OVERVIEW:**

To be responsible for the stock and sale of club uniforms.

### **MAIN FUNCTIONS:**

- Monitor uniform stock levels and re-order in good time.
- Arrange a suitable time for sale of uniform.
- All monies passed to Club Treasurer for banking.
- Enquire and do research about competitive prices and other club items, such as fleece tops, from time to time.
- Do stock-take for AGM.
- Arrange ordering of shirts for States and Nationals.

### **OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with the official functions at all IVANHOE NEONS time trials and swimming meets.

### **SPECIAL NOTES:**

- All contacts for suppliers are contained in a special folder.
- All club intellectual property must be forwarded to the Website Administrator for publication on the Committee Only password protected area of the website.

**CLUB OFFICE BEARERS:**  
**WEBSITE ADMINISTRATOR  
& PUBLICITY COORDINATOR**

**OVERVIEW:**

To be responsible for keeping the website current.

**MAIN FUNCTIONS:**

- Create/maintain a framework for information on [www.ivanhoeneons.org.au](http://www.ivanhoeneons.org.au) – including club administrative information in the Committee Only password protected area of the website.
- Publish weekly news and competition results.
- Ensure that all published information is relevant and that old material has been removed or archived.
- Post library articles including current state & national qualifying times.
- Maintain Training and Competition calendars on the website.
- Arrange for photographs to be taken at meets and publish these in the online photo albums.
- Receive and respond to Contact Us emails.
- Keep folder of all website related accounts, contacts with webmaster etc.

**OTHER FUNCTIONS:**

- Attend monthly committee meetings.
- Assist with timekeeping or official recording at all IVANHOE NEONS time trials and swimming meets.

**SPECIAL NOTES:**

- Liaise with coaches, Club Secretary and Publicity Officer regularly for information that is relevant for publication on the web.