



DERVENTIO EXCEL SWIM SQUAD MANAGEMENT COMMITTEE ROLES

The Committee members and a brief outline of their role and responsibilities is given below for information and so that you know who to contact if you have a query. Most of the committee members will be at the training sessions during the week for you to approach if you wish to ask any questions.

We are always seeking volunteers so if you would be interested in taking on any of these roles, even if the position is filled at the moment, please get in touch with Andy Lintern, the Workforce Development Coordinator.

Role	Responsibilities and Main Duties
Chairperson	To be responsible for the implementation of good practice and child protection policies within the club. Chair and control the meetings of the management committee; oversee the decisions made by the management and sub committees; keep up to date on ASA laws, regional rules and club constitution and ensure that all policy decisions are ratified by the management committee; Acting member of the Finance sub committee; Be a visionary for the club
Treasurer	To produce and manage club accounts and monitor finance; Responsible for all club finances; monitor budgets throughout the year; keep records of all monies issued and received; plan the annual budget in agreement with the management committee; ensure funds are used appropriately; prepare year end accounts and present to the auditor and management committee; Lead the Finance sub committee.
Secretary	Ensure the smooth running of club administrative requirements; Deal with the day to day running of the club including all correspondence; Attend appropriate external meetings. Call committee meetings and AGM; prepare agenda and take minutes; Acting member of finance sub committee.
Vice Chairperson	To chair and control the meetings of the management committee in the absence of the chairperson.
Swim 21 Coordinator	To coordinate the implementation/development of the Swim 21 initiative within the club; To maintain compliance with Swim 21 policies and adopt procedures suited to DX strategy; Manage the Action Plan; Ensure Management committee, coaches and members understand the implications of Swim 21 and its application; Ensure Swim 21 documentation is reviewed and updated on a regular basis.
Project Manager	To focus on projects that drive the committee and volunteers forwards. Facilitate the development of DX strategy as directed by the Management committee; Review planned and actual progress of projects; Identify resource requirements required to drive and achieve projects; Attend meetings as required by the Management committee; Prepare strategic progress report for the management committee

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Disability Liaison Officer	To play a key role with those working with disability athletes within swimming; To liaise with the County Disability Liaison Officer; To arrange disability awareness training for club volunteers and coaches; To identify any additional training needs within DX in relation to providing opportunities for disabled swimmers; To ensure that any disabled swimming members are aware of the training and competitive training opportunities available to them, both within and external to the ASA; To develop links with local disability swimming clubs and disability sports organisations; To follow and promote the ASA Child Protection policy.
Workforce Coordinator	Coordinating the recruitment and organisation of volunteers within the club. Main contact for all volunteers. Maintain a list of volunteers to match to volunteer requirements. Liaise with the Chairperson to ensure all tasks required to run DX are carried out. Liaise closely with the Welfare Officer to ensure that each volunteer is aware of the Child Protection Policy and procedures; arrange training; maintain list of officials and helpers
Sponsorship	To raise sponsorship from corporate and/or other bodies; To develop strategies to attract sponsorship; To identify potential sponsors and communicate and/or arrange meetings with them; To develop marketing tools to use for seeking sponsorship (DVD, literature, etc); Establish working relationships with local media in conjunction with the Public Relations officer; Arrange for informative newsletters with regards to the performance of the squad to be sent to sponsors; Ensure that the squad's commitment to its sponsors is met; Encourage parents/carers to become involved in raising sponsorship; Act as host to sponsors at DX annual Open Meet; Review strategies to ensure objectives are met
Major Events	To organise the annual Swim Camp and Derventio Excel Open Meet; Identify a suitable venue for an annual swim camp to meet the needs of the swimmers; Liaise with travel companies with expertise in sports holidays; Produce proposals for swim camps at an affordable cost to ensure equality; Put in place appropriate procedures/risk assessments to ensure the safety of the swimmers; Report proposals to the management committee; Identify a suitable venue for the DX Open Meet; Liaise with venue operator regarding the booking of the venue and other requirements; Organise promotional material for Open Meet; Issue invitations to other clubs via Swimming Times and the Internet; Put in place a volunteer network to meet all the duties required, both prior to and during the event, including officials and helpers; Order awards (medals, ribbons etc) for Meet and be responsible for trophies; Liaise with Workforce Development Coordinator as to volunteer requirements; Communicate with all parties involved with the Open Meet
Fundraising Coordinator	To identify and obtain sources of grant funding from local government and other bodies; Write a strategic plan; Evaluate and review plan annually; Report to the management committee on fundraising issues; Prepare and submit grant and funding applications; Liaise with Derbyshire Sport and Local Authorities; Regularly communicate with and inform partners; Attend relevant training; Set up meetings with Derbyshire Sport and LA's; Attend meetings as required by the Management committee
Derbyshire ASA Representative	Constitutional Information



Affiliated to ASA East Midland Region and Derbyshire ASA