

Club President



Description

The President provides leadership to the Committee, ensuring the Club is well governed, operates in accordance with its Constitution and policies, and delivers a positive and sustainable environment for members.

Responsibilities

- Provide strategic leadership and direction to the Club and Committee.
- Chair Committee and General Meetings, ensuring meetings are conducted effectively and accurately recorded.
- Lead the Committee in maintaining strong governance, compliance and sound decision-making.
- Represent the Club professionally and promote a positive image within the swimming community and at external functions.
- Foster positive relationships with members, volunteers, sponsors, government agencies and swimming organisations.
- Support the development of partnerships with other clubs, sporting organisations, sponsors and funding bodies.
- Work collaboratively with the Committee to oversee the Club's operations and long-term sustainability.
- Support and oversee the management of any paid employees, including recruitment, performance management and employment matters, where applicable.
- Encourage a positive, inclusive and child-safe culture throughout the Club.

Attributes

- Demonstrates strong leadership and integrity.
- Communicates effectively and builds positive relationships.
- Makes sound, impartial and strategic decisions.
- Leads collaboratively and values the contribution of volunteers.
- Is organised, professional and committed to good governance.
- Promotes an inclusive, respectful and child-safe Club culture.

Club Vice-President

Description

The Vice President supports the President in providing leadership to the Club and Committee and assumes the responsibilities of the President when required.

Responsibilities

- Support the President in providing strategic leadership and ensuring effective governance of the Club.
- Act on behalf of the President and undertake the President's responsibilities when the President is unavailable or unable to perform their duties.
- Chair Committee and General Meetings in the President's absence, ensuring meetings are conducted effectively and accurately recorded.
- Assist the Committee in implementing strategic initiatives and achieving the Club's objectives.
- Represent the Club professionally and promote a positive image within the swimming community and at external functions.
- Assist in developing and maintaining relationships with members, sponsors, community partners and swimming organisations.
- Support the Committee in overseeing the management of any paid employees, including recruitment, performance management and employment matters, where applicable.
- Undertake additional projects or responsibilities as delegated by the President or Committee.
- Promote a positive, inclusive and child-safe culture throughout the Club.

Attributes

- Demonstrates leadership, integrity and sound judgement.
- Works collaboratively and supports the President and Committee.
- Communicates effectively and builds positive relationships.
- Is organised, proactive and dependable.
- Promotes good governance and ethical decision-making.
- Supports an inclusive, respectful and child-safe Club culture.

Club Treasurer

Description

The Treasurer is responsible for overseeing the financial management of the Club, ensuring accurate financial records, sound budgeting, and transparent reporting to the Committee and members.

Responsibilities

- Oversee the financial management of the Club, ensuring accurate and up-to-date financial records are maintained.
- Prepare and present regular financial reports to Committee meetings.
- Lead the preparation of annual financial statements and support the Annual General Meeting (AGM) reporting requirements.
- Coordinate and support any audit or financial review processes as required.
- Work with the President and Committee to develop budgets and contribute to the Club's strategic and financial planning.
- Monitor income and expenditure against approved budgets and provide advice to the Committee on financial performance.
- Oversee the management of Club banking, payments, invoicing and receipting processes in accordance with agreed procedures.
- Ensure compliance with relevant financial, regulatory and reporting obligations.
- Maintain the Club's assets register and ensure it is kept up to date.
- Provide financial oversight of grants, sponsorship income, wages and other Club funding streams.

Attributes

- Demonstrate integrity, accountability and sound judgement.
- Be organised with strong attention to detail and numerical accuracy.
- Communicate financial information clearly and effectively.
- Be proactive and collaborative in supporting sound financial decision-making.
- Be committed to transparency, compliance and the Club's financial sustainability.

Club Secretary

Description

The Club Secretary will be the chief administration officer at the swimming club and will be the link between members, prospective members, the committee and also external organisations.

Responsibilities

- Maintain official Club records, including minutes, correspondence, policies and governance documentation, in accordance with legal and constitutional requirements.
- Prepare and distribute Committee meeting agendas at least four (4) days prior to meetings.
- Record, distribute and maintain accurate minutes of all Committee and General Meetings, including appropriate approval and archiving.
- Manage Club correspondence and act as a key point of contact for general Club communications.
- Coordinate communication between the Club and members, prospective members, governing bodies, and external organisations.
- Ensure Club documentation, including policies, governance records and compliance requirements, are up to date and properly maintained.
- Oversee administrative compliance relating to volunteers and employees, including ensuring required qualifications, working with children checks, and other mandatory requirements are current.
- Ensure the Club operates in accordance with its Constitution, by-laws and relevant governing body regulations.

Attributes

- Be highly organised with strong attention to detail.
- Demonstrate clear and effective written and verbal communication skills.
- Be reliable, professional and able to manage confidential information appropriately.
- Be proactive in ensuring accurate record keeping and timely administration.
- Work collaboratively with the Committee and support good governance practices.

Child Safety Officer / MPIO

Description

The Child Safety Officer/MPIO is responsible for providing information about a person's rights, responsibilities and options to an individual making a complaint or raising a concern.

Limitations

The Child Safety Officer / MPIO does not:

- Investigate complaints or allegations.
- Determine the outcome of a complaint or impose disciplinary action.
- Advocate for either party involved in a complaint.
- Decide how a complaint should be managed or resolved.
- Replace the role of the Club Committee, Swimming NSW, Swimming Australia or Sport Integrity Australia in complaint management.

Responsibilities

- Act as an approachable, impartial and confidential first point of contact for members with concerns relating to child safety, member protection or inappropriate behaviour.
- Provide information and guidance on Club, Swimming Australia and Sport Integrity policies, procedures and complaint processes.
- Support any person raising a concern, and any person who is the subject of a concern, by explaining the available options and referral pathways.
- Maintain confidential records of enquiries, concerns and complaints, in accordance with the Club's policies and privacy requirements.
- Refer concerns and complaints to the appropriate person or organisation responsible for managing and resolving the matter.
- Promote a safe, inclusive and respectful environment that supports the wellbeing of all members.
- Complete and maintain the required Sport Integrity Australia training and remain up to date with relevant legislation, policies and best practice - <https://elearning.sportintegrity.gov.au/login/index.php>
- Understand and comply with the Club's Child Safe, Member Protection and Complaint Handling policies, and Swimming Australia's National Integrity Framework - <https://www.swimming.org.au/resources/swimming-national-integrity-framework>
- Maintain strict confidentiality and act impartially at all times

Attributes

- Be approachable, empathetic and a good listener;
- Strong interpersonal skills
- Demonstrate integrity, impartiality and sound judgement.
- Maintain confidentiality and act professionally at all times.

Partnerships, Fundraising, Sponsorship Coordinator

Description

The PSF Officer is responsible for developing and implementing strategies that generate additional revenue for the club through sponsorships, grants, fundraising activities and community partnerships. The role plays a critical part in ensuring the long-term financial sustainability of the club and supporting swimmer development initiatives..

Responsibilities

- Develop and implement the club's fundraising and sponsorship strategy.
- Identify and secure sponsorship opportunities from local businesses and corporate partners.
- Build and maintain relationships with sponsors, donors and funding bodies.
- Coordinate grant applications and funding opportunities.
- Lead fundraising initiatives including BBQs, raffles, auctions, social events and special campaigns.
- Ensure sponsors receive agreed recognition and promotional benefits.
- Work closely with the Treasurer to monitor fundraising income and sponsorship revenue.
- Promote a culture of fundraising throughout the club community.
- Provide regular updates to the committee on fundraising activities and sponsorship outcomes.
- Assist in identifying opportunities to increase the club's financial independence.

Attributes

- Be an effective communicator with strong relationship-building skills.
- Be proactive, enthusiastic and motivated to support the Club's growth.
- Be organised and able to coordinate multiple projects and deadlines.
- Demonstrate initiative in identifying sponsorship and fundraising opportunities.
- Be professional, reliable and committed to delivering on sponsor and partner commitments.
- Work collaboratively with the Committee, volunteers, members and community partners.

Description

The Club Registrar is responsible for managing Club membership administration, ensuring accurate and up-to-date membership records, and supporting compliance with registration requirements set by governing bodies.

Responsibilities

- Manage all Club membership registrations, renewals and transfers in accordance with governing body requirements.
- Maintain accurate and up-to-date membership records and databases.
- Act as the primary point of contact for membership enquiries and registration-related matters.
- Ensure all members are correctly registered with relevant associations prior to participation in Club activities and competitions.
- Liaise with coaches and Committee members regarding membership status, eligibility and participation requirements.
- Support the communication of membership information, including registration deadlines and requirements, to members and families.
- Ensure compliance with Swimming Australia, Swimming NSW and other relevant registration policies and systems.
- Provide regular membership reports to the Committee, including updates on numbers, trends and registrations.
- Assist with event entries where required, particularly in relation to eligibility and membership verification.

Attributes

- Be highly organised with strong attention to detail.
- Demonstrate accuracy in record keeping and data management.
- Communicate clearly and professionally with members and stakeholders.
- Be reliable and responsive to membership enquiries and deadlines.
- Work collaboratively with the Committee and coaching team.
- Be proactive in maintaining accurate and compliant membership records.

Equipment Officer

Description

The Equipment officer is responsible for managing and maintaining WASC equipment, uniforms, assets and operational resources to ensure swimmers, coaches and volunteers have the equipment and facilities required to support Club activities.

Responsibilities

- Work with the Club Committee to establish and maintain the uniform and Club cap requirements of the club's swimmers, Coaches and supporters.
- Work with the Club Committee and Coaches to ensure the Club has the required equipment
- Have charge of all Club uniforms and arrange safe storage
- Maintain the Club equipment and ensure it is kept in good order
- Maintain a register of equipment and uniform stock and report to committee as required
- Provide an inventory report to the Treasurer as requested
- Develop and maintain relationships with providers of equipment and uniform within the agreed budget allocation
- Coordinate Club signage, banners, marquees and promotional displays
- Attend committee meetings and provide updates as and when required.
- The club Equipment Officer will liaise with the Coach to ensure any uniform requirements are met as part of a local, State or National meet requirement.

Attributes

- Have the ability to instantaneously develop strong relationships
- Good organisational skills
- Good communication skills
- An enthusiastic and motivated person.

Marketing & Communications

Description

The Marketing & Communications Officer is responsible for promoting the Club, enhancing the Piranha brand, and ensuring effective communication with members, sponsors, swimmers and the broader community.

The role supports Club growth through strategic marketing, engaging content, and positive public relations.

Responsibilities

- Develop and implement the Club's marketing and communications strategy.
- Manage the Club's website, social media platforms and other communication channels.
- Create engaging content, including newsletters, articles, photographs and promotional material.
- Promote Club activities, events, swim meets, fundraising initiatives, sponsorships and member achievements.
- Ensure consistent branding across all Club communications and promotional materials.
- Build and maintain positive relationships with members, sponsors, media and the local community.
- Identify opportunities to increase the Club's profile and support membership growth.
- Monitor and respond to social media activity and maintain a positive online presence.
- Provide updates to the Committee on marketing activities and media coverage as required.
- Ensure all communications comply with the Club's policies, including the Social Media Policy and Child Safe requirements.

Attributes

- Be an effective communicator with strong written and interpersonal skills.
- Be organised, proactive and able to manage competing priorities.
- Be creative and enthusiastic in promoting the Club and its activities.
- Work collaboratively with volunteers, coaches, sponsors and committee members.
- Demonstrate professionalism, integrity and sound judgement in all communications.
- Be committed to supporting the Club's values, reputation and strategic objectives.

Membership, Community & Culture

Description

The Membership, Community & Culture Officer is responsible for fostering a welcoming, inclusive and positive club environment. The role focuses on engaging members and families, strengthening connections within the club, supporting volunteer participation, promoting club values and culture, and helping members feel informed, valued and connected.

The Officer works closely with the Committee, Registrar, Coaches and other club volunteers to identify opportunities to improve the member experience and strengthen the club community.

Responsibilities

- **Membership & Engagement:** Welcome and support new members, gather feedback, improve member retention and encourage participation in club activities.
- **Community Building:** Foster connections between swimmers, families and squads through social activities, mentoring and club events.
- **Club Culture:** Promote the club's values, respect, inclusion, teamwork and sportsmanship, while recognising contributions beyond swimming performance.
- **Volunteers:** Encourage and support volunteer involvement, maintain volunteer engagement and recognise contributions.
- **Communication & Connection:** Keep members informed, promote club activities and achievements, and provide a welcoming point of contact for members.
- **Inclusion & Belonging:** Help create an inclusive environment where all swimmers, families and volunteers feel welcome, valued and connected.

Attributes

- **Approachable** – friendly, welcoming and easy for members and families to talk to.
- **Inclusive** – makes everyone feel valued, welcome and part of the club.
- **Positive** – encourages participation, celebrates contributions and promotes a supportive culture.
- **Communicative** – listens well, shares information clearly and encourages open communication.
- **Community-minded** – builds connections, encourages involvement and helps create a strong sense of belonging.

Description

The Grants Officer helps turn the club's ideas and needs into funding opportunities, finding the right grants, preparing strong applications and ensuring successful funding is properly managed.

Responsibilities

- Identify Opportunities – Research and monitor relevant government, sporting, community and corporate grant opportunities.
- Prepare Applications – Coordinate and prepare grant applications, ensuring they clearly demonstrate the club's needs, benefits and community impact.
- Coordinate Information – Work with the Committee and relevant volunteers to gather budgets, quotes, statistics and supporting information required for applications.
- Manage Deadlines – Maintain a grants calendar and ensure applications, reports and acquittals are submitted on time.
- Manage Successful Grants – Monitor grant requirements, expenditure and reporting obligations and ensure funding is used appropriately.
- Build Relationships – Develop relationships with relevant councils, funding bodies, sporting organisations and community partners.
- Identify Club Needs – Work with the Committee to identify projects and initiatives that may benefit from external funding.
- Maintain Records – Keep a record of applications, outcomes, funding received and reporting requirements to assist with future applications.

Attributes

- Organised – able to manage applications, deadlines, documentation and reporting requirements.
- Proactive – actively looks for funding opportunities rather than waiting for opportunities to arise.
- Detail-oriented – pays attention to eligibility criteria, budgets, supporting documents and grant conditions.
- Persistent – understands that not every application will be successful and is willing to learn, adapt and keep looking for opportunities.

General Committee Member

Description

General Committee Members support the effective governance, operation and development of the Club by contributing to decision-making, planning and delivery of Club activities.

Responsibilities

- Attend and actively participate in Committee meetings and Club discussions.
- Contribute to the development and implementation of Club strategies, policies and initiatives.
- Support the planning and delivery of Club events, competitions and activities as required.
- Assist with sub-committees, working groups or delegated tasks as needed.
- Promote the Club in a positive and professional manner within the community.
- Work collaboratively with other Committee members to support good governance and decision-making.
- Act in the best interests of the Club and its members at all times.
- Support a safe, inclusive and child-safe environment in line with Club policies.

Attributes

- Be collaborative, respectful and willing to contribute to team decision-making.
- Demonstrate integrity and commitment to the Club's values and objectives.
- Be proactive and willing to take on tasks when required.
- Communicate effectively and participate constructively in discussions.
- Be reliable and committed to supporting the Club's success.