



POWERPOINTS MASTERS COMMITTEE – PURPOSE & ROLES

Mission Statement

Powerpoints Masters' Swimming Club was founded in 1979 by a group of 12 swimmers and water polo players, all with elite competitive backgrounds. For many years it was regarded as Australia's top competitive club, winning Nationals in 1988, 1989, 1991 and 1992.

Powerpoints currently consists of around 100 members, who swim for a variety of reasons. The club still performs highly at State and National meets, placing 4th at the 2005 Nationals. Also, many members compete very successfully at the open water meets during the summer months. However, a large proportion of members swim for non-competitive reasons, enjoying the social atmosphere, whilst working towards personal fitness goals and a sense of general well being.

Powerpoints is a club for adults who love the water and training with qualified coaches in a supportive and fun environment.

Position Descriptions

All committee members:

1. Help communicate information about the Club, its purpose and activities to all new and prospective members.
2. Help introduce new and prospective members to other Committee and Club members
- 3.
4. Contribute to the decision making process.
5. Ensure proper governance of club activities and finances

President

1. Chair all Committee meetings
2. Prepare and present an annual report/s at the Annual General Meeting and submit to AUSSI Masters Victoria
3. Act as the Club's official representative in all capacities –meetings, official and social functions and the Public Officer
4. Ensure the Club maintains its integrity and purpose as stipulated in the Club's constitution
5. Oversee the decision making process, ensuring that any resolutions are in the best interests of the Club
6. Encourage change and development within the Club, whilst maintaining those traditions and historical links which are deemed to contribute to the spirit of the Club
7. Manage any problems or confrontations which occur, whether it involve an outside party, or occur

- between members, or evolve between Committee members through the decision making process
8. Organize the agenda for committee meetings
 9. Follow-up with committee members and the tasks they have been given
 10. Encourage and support committee members achieve the outcomes required, which may involve re-assigning tasks to other members

Vice President

1. Preside at all meetings at which the President is not present or as delegated by the President
 2. Represent the Club at official functions when the President is not available or as delegated by the President
 3. Assist the President to fulfil his/her other responsibilities
 4. Assist in organizing the agenda for committee meetings
 - 5.
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- 5.

- Assist in the follow-up with committee members of the tasks they have been given,
5. encouraging and supporting them to help achieve the outcome required ,which
 6. may also involve re-assigning tasks to other members

Treasurer

1. Conduct the receipts and payments of the club through nominated bank accounts
2. Bank money received
3. Receive and collect all monies due to the club
4. Present accounts payable to the Committee and in the case of accounts exceeding \$ (to be determined) seek the committee's prior approval
5. Make all payments approved by the Committee
6. Keep correct accounts and/or books of the Club's receipts, payments, assets and liabilities
7. Produce all books, accounts and vouchers to the Committee when requested
8. Prepare and submit quarterly accounts of the Club's cash flows, income and expenditure
9. Prepare end of financial year Profit & Loss statement and Balance sheet for inclusion in the Annual Report
10. Delegate the responsibilities as required in periods of absence

Secretary

1. Take and keep the minutes of Committee meetings and general meetings.
2. Circulate copies of the minutes of meetings and all written reports which are presented at Committee meetings, to all Committee members
3. Advise Committee members of the date, time and place of all meetings
4. Clear the inward correspondence from the Club's post office box (currently located at the Hawksburn PO at 577 Malvern Road, PO Box 1175) and be responsible for the safe custody of the post office box key

5. Be responsible for the Club's outward correspondence except when delegated to other Committee members
6. Seek the approval of the President before sending out correspondence which may affect the purpose, integrity of the club or spirit within the Club.
7. Advise all registered members of the date, time, place and agenda of the annual general meeting.
- 8.
9. Distribute communications about upcoming social events.
10. Maintain all Club records, including but not limited to: committee meeting minutes, AGM minutes, office bearers and committee members, copies of the Club's constitution, financial documents.
11. Direct all correspondence

Registrar

1. Take and process applications for membership.
2. Establish and maintain the register of members which complies with statutory and AUSSI Masters requirements
3. Forward details of registrations with the appropriate fees to the State Branch
4. Help communicate information about the Club, its purpose and activities to all new and prospective members
5. Help introduce new and prospective members to other Committee and Club members
6. Prepare and submit an annual report on the Club's membership for the AGM.
7. Provide up-to-date mailing lists and labels as requested
8. Ensure that life members who seek to continue registration are registered with the State Branch receive the full entitlements associated with life membership (need to determine what this means?).
9. Supply the coach with copies of all membership details (eg membership spreadsheet)

Club Captain

1. Co-ordinate the Club's participation in major competitions.
2. Co-ordinate the selection and entering of relay teams at competitions in consultation with Club recorder
- 3.
4. Help organize Club members at competitions
5. Encourage Club members to compete in inter-club, State and National competitions
6. Help communicate information about the Club, its purpose and activities to all new and prospective members
7. Help introduce new and prospective members to other Committee and Club members

Coaching Liaison Officer

1. Organize and advise all members of Club training sessions (i.e. prepare the Club Training Diary)
2. Coordinate and advise members of any Club seminars
3. Book training venues and in consultation with the Treasurer, arrange pricing/fee structures/payment methods with host pools and coaches on the approval of the Committee
4. Be the main contact and liaise with coaches on annual programme

5. Advise Treasurer of and changes to coaches, venues, sessions to enable correct record keeping

Coach

1. Prepare and conduct sessions relevant to annual State and National Masters events/competitions as advised by Coaching Liaison Officer
2. Be responsible for developing the swimming ability and fitness of Club members
3. Be aware of member's health problems as advised by the member to the coach
4. Assist members to achieve personal swimming goals
5. Give stroke correction advice to all members at training sessions
6. Pass on relevant knowledge to members who wish to compete, of FINA rules on strokes, starts, turns, finishes, etc.
7. Collect training fees
8. Ensure training forms are completed
9. Identify swimmers who are not members and notify committee

Newsletter Editor (The Pointer)

1. Prepare four newsletters per annum.
2. Include items as directed by the committee.
3. Actively seek contributions from all Club members and related associations
4. Ensure newsletters are distributed to all registered members and other special recipients.

AUSSI Delegate

1. Attend and represent the Club at Victorian branch committee meetings.
2. Vote at Victorian branch committee meetings in a manner which reflects the Club's policies and views
3. In any debate at Victorian branch committee meetings, support the Club's policies and views
4. Present to the Club committee a report on each Victorian branch committee meeting attended.

Social Secretary

1. Organise club functions throughout the year, including, but not limited to: Christmas Party, Awards & Presentation night, and social functions after the State Long Course and Short Course meets.
- 2.
3. Encourage new members to become involved in the social dynamic of the club.
4. Help communicate information about the Club, its purpose and activities to all new and prospective members.
5. Help introduce new and prospective members to other Committee and Club members
6. Prepare communications about upcoming social events

Uniforms Officer

1. Organise the sales and distribution of Club related swimming gear to members.
2. Update Club swimming gear as deemed necessary.
3. Liaise with manufacturers and distributors to ensure gear is purchased at the best price available.
4. Provide financial information as requested by the committee and follow-up on all outstanding debtors.

Recorder

1. Keep all records pertaining to swimming events participated in by Club members.
2. Be responsible for keeping an accurate record of all times recorded at interclub meets which are eligible for top ten listing, or State or National records.
3. Process National Aerobic Trophy swim attempts on behalf of club members for inclusion in the National Aerobic Trophy results publication.
4. Nominate the Club's most improved swimmer for the Club's presentation night.
5. Maintain the Club Trophy cabinet at the home pool at Prahran

Publicity Officer

1. Coordinate the Club's publicity and public relations functions.
2. Be responsible for publicity of the Club's activities both inside and outside the Club.
3. Promote the Club to the media and potential sponsors.
4. Issue press releases to community newspapers with respect to the Club's activities and achievements.
5. Assist in increasing the membership of the Club.
6. Help communicate information about the Club, its purpose and activities to all new and prospective members.
7. Help introduce new and prospective members to other Committee and Club members.
8. Seek the approval of the President before making, issuing or releasing statements to the media, which may affect the purpose, integrity of the club or spirit within the Club.

Fundraising Officer

1. To run a Club fundraising event each year, which may include, but is not limited to: a major raffle, a food 'drive' (eg chocolate sales) or a Christmas raffle.
2. To collect all monies received and collate them in a manner requested by the treasurer
3. Provide summary financial information as requested by the committee and follow-up on all outstanding debtors
4. Seek and maintain sponsorship arrangements to the benefit of the club

General Member

1. Actively participate in the general running of the club
2. Provide support to support other committee members (especially Treasurer, Secretary and Registrar)
3. Volunteer for and participate in special projects