NOMINATIONS FOR WESTCOASTMASTERS AGM . Date:…………………..

I…………………………………………………………………………………………. nominate,

…………………………………………………………………………..…, for the position of

…………………………………………………….……………………………………………………..

………………………………………………… Name of Nominee

………………………………………………… Signature Nominee

…………………………………………………. Name of Proposer

………………………………………………… Signature of Proposer

…………………………………………………. Name of Seconder

……………………………………………….. Signature of Seconder

-------------------------------------------------------------------------------------------------------

**COMMITTEE POSITIONS & REQUIREMENTS**

A meeting is held on the 2nd Saturday of each month and is generally no longer than an hour.

**PRESIDENT**

* Provides leadership and representation, liaison with Committee and all members of Westcoast Masters
* Presides as Chairperson of the Westcoast Masters Committee meetings
* Attend club conferences, council of clubs meetings and attends to relevant Masters Swimming business
* Acts as secondary signatory for Club Bank Disbursements
* Coordinates Mullaloo Mile in conjunction with MSWA

**VICE-PRESIDENT**

* Back up for president, groomed for takeover

**SECRETARY**

* Handles all correspondence, minutes meetings.  Save relevant documents, minutes and financials to G drive
* Forward MSWA info to relevant portfolio
* New member enquiries and Welcome letters- cc registrar, captains and coaching coordinator
* Forward any uniform adverts to Uniforms
* Forward any event information to Captains and coach coordinator
* Attendance of club conferences or Council of Club meetings if Pres and VP unavailable

**TREASURER**

* Collects and deposits all monies,
* Provides a monthly financial statement
* Collates uniform payments

* Westcoast Masters is a “cashless” preferred Club, is not currently registered for GST and has no paid employee’s
* The Treasurer is responsible for the sound/prudent financial management of the Westcoast Masters Swimming Club Inc.
* The Treasurer is responsible for the payment of all approved Invoices (2 signatures required) and receipting of payments.
* Preparation of the annual financial report for presentation at the Clubs AGM (1 hour) – in terms of the Clubs constitution a formal audit of the Clubs Financial Statements are not required, however the committee/club members reserve the “right” to seek an independent review/audit of the clubs financial affairs should it be deemed necessary.

**REGISTRAR**

* Organises fee update pre-registrations in Swim Central for each year
  + Competitive, Life member and Coaches options
* Activates new/renewal memberships
* Advises Club Captains and Safety of new members for Welcome Pack presentation. Advise Secretary of new members to send Welcome letter
* When checking monthly report info, advise secretary of any significant birthdays (anything with a 0 in.

**COACHING CO-ORDINATOR**

* Provides leadership to coaches and pool deck volunteers.
* Coordinates roster for coaching and volunteers to assist Club training sessions.
* Coordinates member involvement in development and coaching opportunities / events.
* In conjunction with other qualified coaches, provide oversight of session programs and training needs.
* Maintain adequate content within the training session trolleys so as to compliment training sessions.
* Arrange annual CPR requalification
* Arrange Annual Coach, volunteer and Committee members dinner.

**CLUB CAPTAINS**

* Welcome new members, hand out club welcome packs
* Promote upcoming events to members, with emphasis on targeted events
* Co-ordinates swim meet entries, creation of relay teams
* Responsible for storage of club banners and placement at events

**SAFETY OFFICER**

* Maintains medical records and attends to safety issues

**SOCIAL CO-ORDINATOR**

* Provides leadership and delegation of subcommittee, co-ordinates social calendar and functions
* Rottnest booking coordination and accommodation allocation
* Prepares yearly social calendar.
* Coordinates the booking of events
* Sets cost requirements in consultation with the committee.
* Advertises upcoming events to members.

**PUBLICITY AND WEBSITE CO-ORDINATOR**

* Prepares monthly e-News newsletter via MailChimp (more often if required)
* Prepares as-required ad-hoc NewsFlash via MailChimp
* Prepares ad-hoc updates to facebook page and facebook group
* Maintains website - Annual changes to committee positions, solo swimmers, fees, any changes from AGM and minutes from AGM. Monthly inclusion of new coaching roster and anything relevant from committee meetings

**UNIFORMS**

* Sources appropriate uniform items as required
* Co-ordinates ordering and payment of uniform orders

**GENERAL COMMITTEE MEMBER (maximum of 2)**

* Non specific annual requirements to be discussed at first meeting
* Support general committee and portfolios as required
* Assist publicity with coordinating photographers/photos at events