

WESTCOAST COMMITTEE POSITIONS

PRESIDENT

Provides leadership and representation

VICE-PRESIDENT

Back up for president, groomed for takeover. Coordinates Club Carnival.

SECRETARY

Handles all correspondence, minutes meetings

TREASURER

Collects and deposits all monies, provides a monthly financial statement

REGISTRAR

Coordinates new/renewal memberships, maintains membership database, organises pre-registrations each year

COACH CO-ORDINATOR

Provides leadership to coaches, co-ordinates roster

CLUB CAPTAINS

Advise of upcoming events to members, co-ordinates swim meet entries with recorder

SAFETY OFFICER

Maintains medical records and attends to safety issues

RECORDER

Maintains records of members swims, assists with completion of swim meet entries with captains, co-ordinates WWC Club Challenge Carnival

SOCIAL CO-ORDINATOR

Provides leadership and delegation of subcommittee, co-ordinates social calendar and functions

PUBLICITY AND WEBSITE CO-ORDINATOR

Prepares weekly updates and maintains website

UNIFORMS

Co-ordinates ordering and payment of uniform orders

NOMINATIONS FOR AGM . Date:.....

I..... **nominate,**, **for the**
position of

	Name	Signature
Nominee
Proposer
Secunder