

CHASE SWIMMING CLUB COMMITTEE

(The following is an extract from Swim England's Good Club Guides)

The club committee is a group of elected people who meet regularly (monthly) to discuss and make decisions on the operation of the club.

The business undertaken at a committee meeting is normally split into two key types:

- Items for information. This relates to events that have already happened or decisions that have already been made. Verbal and/ or written reports are given to inform members, who then have an opportunity to ask questions or seek clarification.
- Items for debate. This relates to future events and enables the whole group to discuss the issues and develop options.

Chase Swimming Club has adopted the Swim England model Club Constitution' and this is reviewed annually. This Swim England guidance provides information on how to conduct committee meetings, including guidance on voting and elections and how often they should be held.

The club also holds an Annual General Meeting (AGM) every year in June. This is an annual open meeting for any club member to attend. The purpose of an AGM is to:

- Present key information about the club, such as the finances and achievements throughout the year;
- Elect officers for the club;
- Discuss and vote upon amendments to the constitution or rules;
- Consider the previous year's annual report;
- Hear the views of club members regarding the way the club is being managed.

Prior notice should be given to matters that members wish to discuss.

Special (extraordinary) club meetings These may be called at any time by the club committee, or a specified number of members, to discuss issues that require consultation with, and decisions by, the club membership. For example, changes to the constitution which cannot wait until the AGM. Further details are provided in the club constitution document.

The Chase Committee can determine the number of members it has, but must have a minimum of seven, and must appoint a Chair, Secretary and Treasurer. Swim England has produced a set of role descriptors for key positions that clubs typically have. Details for the Chair, Secretary and Treasurer are set out below:

The Good Club Guide for a Club Chairperson

Role of the Club Chairperson

The Club Chairperson is seen as a figurehead, ambassador and a principal officer for a club. A Club Chairperson is an elected member of the committee with responsibility for overseeing the running of the club.

Duties of the Club Chairperson:

- Provide direction and leadership to the club.
- Be one of the signatories on the club's bank account, as per the club constitution.
- Chair and control the meetings of the management committee.
- Be involved, where appropriate, in the coordination of all club activities.
- Oversee decisions made by the management, sub committees, officers and other club personnel.
- Present the annual report in conjunction with the Secretary.
- Present the annual accounts in conjunction with the Treasurer.
- Consult with the Secretary on the content of the agenda and minutes of meetings.
- Help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also Swim England law and UK law.
- Ensure that statutory documents and other returns are filed on time.
- Maintain a good working relationship with the pool providers(s).
- Advise the Treasurer on the use and investment of club funds.
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee.
- To deal with issues as and when they arise
- To fulfil any club requirements, i.e. events and club management meetings.

Skills and qualities required

- Enthusiastic with a good knowledge of the sport and club.
- Be well organised and able to delegate.
- Have the ability to control meetings.
- Be a confident public speaker.

- Be unbiased and impartial.
- Demonstrate strong leadership skills.
- Be approachable, diplomatic and helpful.
- Have the ability to maintain harmony between the club and committee.

The Good Club Guide for a Secretary

Role of the Club Secretary

The Club Secretary provides a central point of contact for administration, information and communication. It is the Club Secretary who initially deals with all correspondence and communications, and is key to the smooth running of a club. The Club Secretary also provides a link between members, potential members and external organisations, e.g. pool operators, local authorities and the Swim England Regions. The Club Secretary should report to the Club Chairperson.

Duties of the Club Secretary

- To act as a main point of contact for the club, maintain records and information in relation to queries, all administration and communications.
- To deal with the day-to-day running of the club including all internal and external correspondence.
- To process and deliver appropriate correspondence and information to and from county, regional and national Swim England levels.
- To organise committee meetings and AGMs, prepare agendas, take minutes, and distribute and communicate these as appropriate.
- To liaise with other club committee members to ensure all appropriate administration is in place.
- To have a knowledge and understanding of the roles and responsibilities of other club committee members.
- To maintain up-to-date contact details of all members, committee members, other key club personnel and ASA secretaries at national, regional and county levels.

Skills and qualities required

- Enthusiastic with a good knowledge of the club and people within it.
- Be an excellent communicator with good verbal, written and IT skills.
- Have good administration skills, including word-processing and minute-taking.

- Have excellent organisational skills.
- Have the ability to maintain confidentiality.
- Have the ability to work in partnership with others, both inside and outside the club.
- Have the confidence to represent the club at external meetings.

The Good Club Guide for a Treasurer

Role of the Treasurer

The Treasurer of the club is responsible for producing and managing the club's accounts and finances and will be responsible for all income and expenditure for the club. Benefits of the role including being able to contribute to a well-managed and governed club and to have the potential to grow and develop the club's finances. The Treasurer should report to the Club Chairperson.

Duties of the Treasurer

- To be responsible for all club finances by ensuring adequate accounts and records exist.
- To plan the annual budget in agreement with the club committee and to monitor throughout the year.
- To prepare end-of-year accounts and present to the auditor, management committee and AGM.
- To ensure that all funds are used appropriately and banked promptly.
- To plan floats with members who would need to collect or pay out cash and make them aware of procedures.
- To maintain up-to-date records of all transactions and records of income and expenditure.
- To be responsible for maintaining records of any wages/salaries paid and for meeting the requirements of HMRC.

Skills and qualities required

- Enthusiastic with a good knowledge of the club and its financial position.
- Have a financial background and good knowledge of managing and producing accounts.
- Have a knowledge of using and producing accounting spreadsheets or other accounting systems.
- Be reliable and honest.
- Have a knowledge of various banking systems such as direct debit.