

# TVSC ANNUAL GENERAL MEETING

The TVSC Annual General Meeting will be held on **1 July 2007** at the Town Centre Club at 3.00 pm. The main function of the AGM is to elect TVSC's committee for the upcoming year. All positions are declared vacant at the meeting. Below are the current committee positions and their duties. TVSC cannot continue to function without a strong and vibrant committee. Please consider contributing your time to the successful running of our club. Please note that you will be required to attend committee meetings, held usually on the third Monday of the month. A nomination form for Committee Position is attached at the end of this information sheet. **Please place your nomination in a sealed envelope, addressed to the Returning Officer and place it in the box by the completion of training on Saturday, 30 June.** Nominations are also accepted on the night. Even if you do not have the time and cannot commit to any of these positions, please show your support by attending the AGM and voting. Note that all positions, other than Executive positions (i.e. President, Vice-President, Secretary, Treasurer, Registrar, Race Secretary and Minutes Secretary) are flexible and positions can be interchanged.

## TVSC - Committee Positions

### President

- Chair Monthly Committee Meetings and General Meetings
- Lead discussions and ensure that issues are resolved and decisions reached
- Represent the Club on public and official occasions
- Carry the ultimate responsibility for all club decisions and activities; including:
  - Signature on Lakeside Leisure Centre – Swim Club Conditions of Hire (annual contract)
  - Signature on Lakeside Leisure Centre – Standard Lane Bookings (annual booking)
  - Submission of annual TVRUASC Grant
- Interview prospective new coaches
- Oversee the general management and operation of the Club
  - Provide direction and guidance
  - Use and maintenance of Club Manual
  - Implementation, use of standard & effective working arrangements and procedures
- Contribute to the monthly newsletter
  - President's Message

### Vice President

- Deputise for the President as required
- Represent the Club as a delegate to meetings of ACT Swimming
  - Ensure Club issues are raised
  - Ensure that, if unavailable a replacement representative attends
- Chair the permanent Constitution, By-laws and Rules sub-committee.
  - Recommend rule changes to the Committee and lead discussions at General Meetings
- Interview prospective new coaches
- Ensure the reproduction and distribution to members of the Constitution, By-laws and Rules as required.
- Contribute to the monthly newsletter

### General Secretary

- Formal responsibility for the Club's outward correspondence
  - Maintenance of Club mailing list (excluding members)
  - Adopt and use standard letterhead and letter templates
  - Monthly notification to Lakeside Leisure Centre of any adjustments to lane bookings
  - Notification to all affiliated bodies and sponsors of changes to Committee positions (specifically following our AGM):
    - Swimming ACT
    - Tuggeranong Valley Rugby Union and Amateur Sports Club
    - Baker's Delight
- Responsible for managing and maintaining a record of all the Club's correspondence
  - Correspondence files
  - Regular clearance of Club's PO Box (ideally twice a week)
  - Distribution of correspondence to relevant officer
  - Writing and mailing letters as necessary
- Organisation of monthly Committee Meetings

- Advertising (on notice board, newsletter, website)
- Preparing and displaying Agenda on Notice Board 1 week prior to each meeting
- Preparation of Correspondence Report for monthly Committee Meetings
- Ensure that decisions reached and action items are acted upon
- Organisation of AGM
  - Advertising at least 1 month in advance (on notice board, newsletter)
  - Preparing and distributing Agenda
- Advertise coach vacancies
  - Maintain advertisement / flyer templates
  - Maintain estimates of advertising costs

### **Treasurer**

- Maintain all financial records of the Club
  - Provide Treasurer's report at each Committee Meeting
  - Provide quarterly reports to Committee Meeting, including projected expenditure
  - Ensure records are audited and reported to members at the Annual General Meeting
  - Custodian of all receipt books, invoices and purchase receipts
- Meet the Club's legal obligations as they relate to financial management
  - Submission of tax returns and lodgments, business activity statements
  - Prompt payment of coach salaries and invoices for goods and services
  - Signatory on Club's cheque account
  - Issue receipts for all monies received (where other positions are not directly responsible)
  - Acquit Lakeside Leisure Centre invoices, against annual bookings, casual adjustments, lane handbacks and lane under utilisation records
  - Ensure prompt banking of all monies received by the Club
  - Preparation, presentation and ongoing review of an annual Financial Plan

### **Registrar**

- Responsible for maintaining Club membership records
  - Membership details
  - Mailing and email lists (membership & NSW Swimming Association)
  - Squad membership
  - Attendance sheets
- Issue and receipt of membership fees
  - Annual club membership & quarterly squad training fees
- Administration of swimmer capitation
  - Collection of swimmer capitation fees, and issuing of receipts
  - Issue of capitation cards
  - Submission of completed 'Return of Membership' forms to NSW Swimming Association
- Ensure all monies collected are promptly banked
- Contributions to monthly newsletter
  - 'Birthdays this Month', 'New Members' reports and Reminders of Fee Schedules
- Providing the Committee with regular reports:
  - TVRUSC membership report (for Sponsorship Officer)
  - Squad membership against defined optimum/maximum levels
  - Summary of membership payments in arrears
  - List of members and their capitation numbers (for Race Secretary)
- Assist with administration of attendance records:
  - Provide 'blank' monthly attendance sheets per squad (for coaches)
  - File completed attendance sheets
- Return of completed receipt books to Treasurer

### **Minutes Secretary**

- Responsible for booking venues for monthly Committee Meetings and AGM
- Publish calendar of monthly Committee Meetings and AGM (newsletter, and notice board)
- Responsible for recording meeting minutes at:
  - Monthly Committee Meetings
  - Annual General Meeting
- Produce and circulate Minutes (including 'Action Item List') within 1 week of each meeting to all Committee positions by hardcopy and/or email
- Prepare and display 'Action Item List' following each Committee Meeting on Notice Board
- Provide General Secretary with electronic copy of 'Action Item List' for inclusion in the next Committee Meeting agenda

- Develop and maintain standard Minutes format
- Contributions to monthly newsletter, as outcome of Committee Meetings
- Utilise Club form templates where applicable

### **Race Secretary** (currently combined with Race Recorder)

- Source and publish race calendar and meet flyers
- Coordinate and manage member race entries for swim meets and carnivals
  - Collect entry cards and monies
  - Confirm details are complete on entry cards (especially captitation)
  - Confirm race entry times are accurate (against swimmer PB's)
  - Submit and mail entries by due date (entry cards, summary sheet, & Club cheque)
- Represent the Club as a delegate to Competition Committee meetings of ACT Swimming
  - Ensure Club issues are raised
  - Ensure Club meets are submitted, approved and included in ACT Swimming Calendar
  - Ensure that, if unavailable a replacement representative attends
- Signatory on Club's cheque account
- Provide a copy of swim meet summary sheets to the Head Coach and Race Recorder
- Ensure prompt banking of all monies received by the Club
- Maintain stock of meet entry cards for single, multiple, country, state and national meets
- Contributions to monthly newsletter

### **Race Recorder**

- Responsible for maintaining full details of race and time trial results achieved at meets
  - Entries can be acquitted against race summary sheets from Race Secretary
- Regular (monthly) distribution of Swimmer Personal Best Reports
  - Displayed on Club notice board
  - Forwarded to Information Officer (for publishing on website)
  - Forwarded to Race Secretary (for ratifying race entries)
  - Forwarded to Head Coach (as requested)
- Responsible for managing Club Age Records
  - Maintaining up-to-date reports on current record holders
  - Identifying new records from recent results
  - Printing Club Age Record Certificates
- Contribute to the monthly newsletter as necessary
- Assist Head Coach in selection process for team relays

### **Awards Officer**

- Co-ordinate the ordering of Club medals and ribbons for Club activities:
  - Swim meet/s
  - Club Nights
- Liaise with the coaches concerning the award and presentation of Club encourage awards
- Co-ordinate the ordering and inscription of annual Club Championship trophies and awards
  - Maintain a record of the current incumbents
  - Ensure timely collection of trophies for upcoming presentations, and in the event of a swimmer departing the club
- Oversee the presentation and management of Club Captain badges
- Maintain and publish eligibility criteria and selection processes for all awards
- Contribute to the monthly newsletter as necessary
- Maintain administrative records on our business relationships, the ordering procedures and the amounts ordered
- Liaise and assist in the presentation of club record certificates, with the Race Recorder, the Club Night Coordinator and Recorder
- Forward all invoices for payment, and receipts to Treasurer

### **Club Night Recorder**

*(This position can be merged with the Club Night Coordinator (as it is currently) or Race Recorder – as needs be)*

- Responsible for updating and maintaining Club Night database
  - Swimmer's results achieved at Club Night
  - Club Night Pointscore
- Assist in conducting Club Championships and determining awards
- Produce Club Night reports following each Club Night
  - Swimmer results achieved at that Club Night

- Updated overall swimmer Club Night PBs and Pointscore
- Display and maintain Club Night reports on notice board
- With Club Night Coordinator, promote and encourage participation in Club Night program
  - Review the scope and purpose for the Club Night program
- Assist the Awards Officer and Social Secretary with the details of recipients for:
  - Improvement Ribbons and Certificates
  - Summer and Winter Pointscore awards
  - Overall Club Night awards
- Operate recorder table at club night and seed entries
- Contribute to the monthly newsletter as necessary

### **Social Secretary**

- Co-ordinate the organisation of all Club social events
  - Summer, Winter and Annual Presentations
  - Christmas Party
- Co-ordinate the Club's commitments towards catering for ACT Swimming meets
- Assist in the planning, accommodation bookings and social arrangements when the Club (as a whole) attends interstate meets (excluding representative meets)
- Co-ordinate the catering for officials and raffles at our meet
- Assisting, as necessary, in the organisation of Club Night activities
  - Bar-b-que arrangements and novelty events
- Maintain stocks (tea, coffee, sugar and cups) for Saturday morning teas.
- Forward all invoices for payment, and receipts to Treasurer
- Contribute to the monthly newsletter as necessary

### **Information Officer** (This can be two positions – Web Manager & Newsletter Editor)

- Responsible for the Club's monthly newsletter – "Strokes Ahead"
  - Sourcing articles from club members
  - Collating reports submitted by other Committee members and Head Coach
  - Timely distribution of newsletter to all members
- Responsible for the Club's internet site – [www.vikingsswim.org](http://www.vikingsswim.org)
- Ensure appropriate publicity for Club activities
  - Write and submit media releases (newspapers, TV and radio)
  - Contribute to TVRUSC quarterly newsletter
  - Contribute, as necessary, to ACT Swimming's web-site
  - Provide promotional material, as necessary, to Lakeside Leisure Centre
- Maintain Club Information Sheet and ensure availability for prospective new members
- Maintain Members Handbook
- Collect and maintain a file of media clippings and photographs on Club activities and related items of interest or relevance
- Contribute to the monthly newsletter as necessary

### **Uniform Coordinator**

- Co-ordinate the ordering of equipment, swimming attire and items of the Club uniform, both for general Club use and resale to members
- Maintain Inventory Lists of all Club equipment, resources and stock
  - Ensure Club's assets assigned to personal issue are signed in and out
- Maintain Key Register
- Co-ordinate the ordering of representative tops and there associated embroidering
- Maintain Club policy of 'payment in full' prior to delivery of ordered goods
- Signatory on Club's cheque account
- Issue receipts for all monies received
- Ensure prompt banking of all monies received by the Club
- Forward all invoices for payment, and receipts to Treasurer
- Contribute to the monthly newsletter as necessary

### **Sponsorship Co-ordinator**

- Develop and maintain a sponsorship program for the Club
- Approach business organisations by telephone, in person or in writing to seek sponsorship opportunities for the Club
- Liaise with sponsors as required
- Develop submissions for funding grants from government bodies
- Represent the Club as a delegate to the Sports Council of the TVRUSC

