

PRESIDENT

- Provides overall leadership and direction to the **club** organization
- Establishes short- and long- range objectives and goals in conjunction with the executive
- Coordinates club activities through the executive
- Chairs Committee and General meetings ensuring that they are run efficiently and effectively
- Structures the organization to ensure continuity by providing opportunities for new leadership to develop
- Exercises overall financial responsibility for the club; co-signs bank accounts with club treasurer
- Submit an annual report to the Club at the Annual General Meeting
- Assist in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organizations that are relevant to the goals of the Club

VICE PRESIDENT

- In the event of the President being unable to fulfill his/her duties to step into that role
- Assist the president and other **club** officers in completing their duties
- Effectively contribute to the **club's** operations
- Ensure action items and resolutions are carried out
- Fulfill such other duties as the executive committee may request

SECRETARY

- Maintain records of the Committee and ensure effective management of Club's records
- Maintain the Club membership list
- Formulate and update the clubs calendar of events
- Duties regarding executive meetings: Assemble all meetings and send out invites. Draw up the meeting agenda with the President and provide supporting papers. Take the minutes of the meeting and make sure they are correct. Store electronic copies of the meeting minutes
- Complete and submit our Society Annual Return

TREASURER

- Administer all financial affairs of the club
- Use the online banking system to make payments and provide reporting on payments and receipts when requested
- Maintain accurate financial records and prepare financial statements (e.g. profit and loss statement / budget etc.)
- Present a financial report to the club executive at club meetings
- Act as an authorized signatory for the club bank account and monitor the account in particular payments made.

POOL SESSION COORDINATOR

- Organize our pool use schedule: regular pool session and special events
- Attend Kinsmen aquatics committee meetings
- Complete applications for High Performance and/or club use documents for Kinsmen

LESSON COORDINATOR

- Set lesson dates and lesson schedule for the year
- Arrange for instructors for the lessons.
- Communicate with individuals who have signed up for lessons re: intro email prior to their first lesson
- Reach out and follow up with past lesson attendees to encourage ongoing participation in the club
- Coordinate with our website/communications officer to ensure advertising of the lessons

WEBSITE/FACEBOOK COMMUNICATIONS

- Up date the website with any new events, lessons, or communications
- Respond to email inquiries through the website
- Update our Facebook page with new events and make efforts to link or direct online traffic back to the website

HIGH PERFORMANCE CHAIR

- Develop training plans for participants who are interested in more high performance training
- Help coordinate teams for club Nationals or other high level competition events
- Be a contact person for our Provincial and National Sporting bodies (ACPA/AWA and the CKC)

RIVER TRIP COORDINATOR

- Organize our summer/fall river trip schedule