



NEWINGTON SWIM CLUB

2024 Board Position and Descriptions

The swim club board consists of 5 directors including 3 elected and 2 appointed college representatives.

- President (elected non-staff member)
- Vice President (elected non-staff or appointed staff member)
- Secretary (elected non-staff or appointed staff member)
- Treasurer (elected non-staff member)
- Director (appointed staff member)
- *Head Coach of Newington Swimming is also the club's public officer.

President - Alexis King (Expressed interest to move on from this role)

- Chairs all meetings of the Association and guides its activities in collaboration with the Committee.
- Appoints all committees (subject to Board confirmation) and designates their chairpersons.
- Coordinates activities of Committee and volunteer members.

Vice-President - Patrick O'Halloran

- Acts in the President's stead during their absence or disability.
- Serves as the Swimming NSW representative and registers all junior and senior swimmers.
- Pays Swimming NSW registration and Meet entry fees in conjunction with the Treasurer.

Secretary - **Open Position**

- Keeps minutes of all Club meetings.
- Sends out meeting notices, handles correspondence, and acts as the Club's Publicity Chairperson.
- Maintains the team website.
- Coordinates and maintains telephone and email correspondence for the Club.

Treasurer - Aaron Langman

- Maintains the Club's accounts, collects revenue, and pays bills as approved by the Board or authorised agency.
- Deposits Club funds in the designated depository named by the Board.
- Files an annual tax return in compliance with current tax law.
- Performs other Treasurer duties as directed by the Board.



Delegations:

Registrar - **Open Position**

- Manages the annual membership drive Sept-Oct
- Maintains an accurate membership list, collects membership dues, and remits funds to the Treasurer.
- Keeps a register of members, including name, address, date of joining, and date of cessation of membership.

Race Secretary - **Byron Li** (Asst. Head Coach)

- Responsible for the planning, running, and administration of club swimming competitions.
- Creates meet programs, advertises meets, accepts entries and fees, runs competitions, and posts results.
- Arranges all aspects of running club competitions.
- Liaises with key staff, swimmers, coaches, parents, managers, and other club officials.
- Conducts an evaluation after all competitions and reports to the club committee.

Running Club Nights with Wylas - **Open Position**

- Coordinates with the Race Secretary to organise and operate Club Nights.
- Requires basic training in operating Wylas.

Uniforms – **Penny Langman**

- Coordinates with coaches on ordering and distributing uniforms to members.
- Coordinates with treasurer in purchasing uniform and tracking profit from sales

Social Media - **Emma Nicoletti**

- Manages the club's Instagram and TeamApp accounts.

Officials - **Official Ken Jones, Starter Jamie Nigel.**

- NEWSW is always seeking parents to become officials.
- <https://nswtraining.swimming.org.au/courses/>

Others - **Open to Ideas**

- Planning social events.
- Fundraising to subsidise performance team and teambuilding events