



Club Role Profiles 2025

Club Chairman

To contribute to the effective leadership of the club, maintaining focus on its purpose and vision. The Chairperson will chair and lead meetings within the club and be responsible for key decision making, in consultation with other Executive Committee members.

Duties/Responsibilities:

- To provide direction for the club by effective leadership and management.
- To chair and control the meetings of the Executive Committee.
- To be involved, where appropriate, in the coordination of the Executive Committee for club activities and actions.
- Oversee decisions made by the Executive Committee.
- Present the Chairman's annual report at the AGM.
- Consult with the secretary on the content of the agenda and minutes of meetings.
- Keep up to date and be familiar with the club constitution.
- Advise the Treasurer on the use and investment of club funds for the ongoing club development.
- Report to the officers of the Executive Committee at the first opportunity of any instant decisions taken and ensure that all policy decisions are ratified by the Executive Committee.
- Liaison with other clubs and Swim England where required.
- Ensure submission of stronger affiliation documentation and any other associated returns are filed on time.
- Communicate with and manage the voluntary coach.

Club Treasurer

To contribute to the effective leadership of the club and to lead development of the medium-term financial strategy and the annual budgeting process to ensure financial balance. Implement a monitoring process to ensure delivery.

Duties/Responsibilities:

- Plan the annual budget and club fees in agreement with the Executive Committee.
- Monitor the budget throughout the year, including monthly bank reconciliation.
- Ensure that funds are used appropriately, including advance approval of expenditure.
- Ensure systems are set up for recording all monies received and invoices/expenses/refunds paid and keep up to date records of all transactions made.
- Prepare end of year accounts and present to the auditor and Executive Committee.
- Responsible for signing and monitoring all contracts for services on behalf of the club; such as pool hire for example.
- Advising on appropriate financial strategies for the continuing development of the club.



- Rigorous financial appraisal of new initiatives.
- Liaise with all other roles in relation to financial matters.

Club Secretary

To ensure the smooth running of club administrative requirements and to contribute to the effective leadership of the club, maintaining focus on its purpose and vision.

Duties/Responsibilities:

- Deal with the day to day running of the club including all correspondence.
- Process and deliver appropriate forms and information to and from county, regional and national Swim England departments.
- Call Executive Committee meetings and AGM, prepare agenda, take minutes and provide members with copies.
- Book venues for Executive Committee Meetings and AGM where required.
- Act as the main point of contact for your club for the County, Regional and National Swim England.
- Attend meetings external to club that have potential impact where required.

Welfare Officer

To be responsible for the implementation of good practice and general welfare issues that may arise within the club.

Duties/Responsibilities:

- Be the first point of contact for all club members and volunteers for any issues concerning welfare and poor practice.
- Be up to date with means to access appropriate support and contact details and make it available when required.
- Be aware of the requirements of Wavepower and review where practices which cross over for an adults only club.
- Ensure all incidents are reported correctly and referred in accordance with Wavepower.
- Advise the Executive Committee as necessary on any welfare issues.
- Ensure confidentiality is maintained and information is only shared on a need to know basis.
- Liaise with Regional Welfare Officer as needed.

Club Membership Secretary

To co-ordinate and manage swimmer membership on behalf of Exe Masters Swimming Club.

Duties/Responsibilities:

- Main point of contact for membership enquiries.



- Provide membership information to new members as required (including payment details, membership system link and any relevant information such as the most recent quarterly newsletter).
- Submit member details via OMS to Swim England.
- Update details as necessary, relating to membership changes.
- Co-ordinate annual membership renewal.
- Regular liaison with Treasurer to address any payment anomalies.

Club Head Coach

Exe Masters doesn't have a formally appointed head coach. Coaching is provided by a volunteer coach for the two sessions a week therefore duties and responsibilities are on an informal basis. Currently the role reflects the duties and responsibilities outlined below.

Duties/Responsibilities:

- Supporting all swimmers to reach their full potential.
- Prepare training plans for organised training sessions.
- Ensure that the appropriate level of coaching is available for all training sessions.
- Attend competitions identified by the Executive Committee where possible.
- Monitor swimmers' progress and relay information to relevant Committee members when required.
- Interact with the Executive Committee when required.