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*Branch Management Committee*

*Roles and Responsibilities*

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The Masters Swimming Tasmania guide to the roles and responsibilities  
of the members of the Branch Management Committee

Reviewed June 2023

# The Roles and Responsibilities of Members of the Branch Management Committee

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*As members of Masters Swimming Tasmania we depend on our volunteers for the Branch to function effectively. Members of the Branch Management Committee may also have national responsibilities.*

*For most branch committee members undertaking their official roles, the workload is usually only an hour or two each week while for others, such as the Recorder or Treasurer, the time commitment may be much greater.*

*Here is the guide to the roles and responsibilities of the members of the MST Branch Management Committee.*

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## The President

The President holds a position on the executive committee.

The President sets the overall annual Branch committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the President is to facilitate effective committee meetings.

### ***Responsibilities and Duties***

- Manage committee and/or executive meetings
- Manage the Annual General Meeting
- Uphold the Rules of the Association, the Code of Ethics and the By-Laws
- Represent the Branch at local, regional, state and national levels
- Act as a facilitator for Branch activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members
- Lead the culture and purpose of the organisation
- Guide all other officers in the Committee of their duties

### ***Knowledge and skills required***

- Can communicate effectively
- Is well informed of all organisation activities
- Is aware of the future directions and plans of the committee (oversee the Strategic Plan) and the members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and sub-committees
- Is a supportive leader for all the organisation's members

The President must be able to **LISTEN** to the members:

**Lead** without controlling

**Involve** club members in discussion that affect them

**Stimulate** balanced discussion

**Time** meetings to finish at scheduled time

**Encourage** focused discussion and keep meetings on track

**Negotiate** successfully between members

## **The Secretary**

The Secretary holds a position on the executive (finance) committee.

The Secretary is the key administration officer of the Branch. This person provides the link between members, the Branch executive committee and outside agencies (such as other Branches, clubs and organisations).

The position of Secretary is critical to the successful management of any organisation. The secretary is often the first point of contact for the Branch regarding information or details about activities. An effective secretary also helps in coordinating Branch events including meeting schedules and Branch activities.

The Secretary's role is a challenging one. Often not seen as high profile, however the Secretary is a key pivot point for all the Branch activities. This person is a valuable member of the Branch and contributes continuously to its success. Every effort should be made to support and value this person, whose duties may sometimes be repetitive and time consuming.

### ***Responsibilities and Duties***

#### ***Core Responsibilities***

- Mail/correspondence - inward/outward
- Meeting procedures (including minutes, agendas)
- Communication and public relations - inward/outward
- Record maintenance and filing systems
- Word processing
- Updating information on the Branch website (events)

### ***Additional Responsibilities***

- Managing volunteers
- Arranging venues for meetings
- Supporting Branch/club events/activities
- **Maintains email and personal contact with Club Delegates**
- Other activities as appropriate to skill and interest

### ***Knowledge and skills required***

- Well organised
- Task and time efficient
- Good communicator
- Competent word processing skills
- Understanding of systems and procedures
- Dedication and loyalty
- Goal oriented and self-motivated
- Decision making and delegation
- Management and supervision of volunteers
- Firm knowledge of the Branch rules and constitution

### ***Personal Qualities***

- Lots of energy and enthusiasm
- An interest in people
- Initiative
- Tact and discretion
- Commitment
- Good listening skills
- Good understanding and knowledge of the organisation and its activities
- Reliable and trustworthy
- Problem solver and positive thinker

## **The Treasurer**

The Treasurer holds a position on the executive (finance) committee. The Treasurer is likely to have previous accounting or book-keeping experience, knowledge and skills.

It is important that the Treasurer does not operate in isolation because financial resources are critical to the development and implementation of strategic plans, all management committee or board members should have input to the use of an organisation's finances.

At the very least, the management committee or board should be involved in developing and approving the annual budgets and authorising expenditures, keeping up to date with the financial position and performance of the organisation, and asking questions about the organisation's finances.

A key issue for the Treasurer is accountability. The Treasurer must be accountable to the management committee or board and ultimately the members of the organisation for all financial transactions. In order to minimise the risk of errors, misuse of funds or fraudulent activities, all financial transactions (e.g. receipting cash or making payments) should pass through at least two parties within an organisation.

The Constitution sets out the financial year for the organisations. The financial year will finish one or two months prior to the annual general meeting (AGM). This allows time to get the accounts in order and have them audited in time for presentation at the AGM.

### ***Responsibilities and Duties***

- Ensure that adequate accounts and records exist regarding the organisation's financial transactions including accurate and up-to-date records of all income and expenditure
- Coordinate the preparation of a budget and monitor it carefully
- Issue receipts and promptly deposit any monies received in the organisation's bank account (as required)
- Make all approved payments and invoice groups/members promptly
- Act as the signatory to the organisation's bank accounts, cheque accounts, investments (with at least one other management committee member)
- Manage the organisation's cash flow
- Prepare and present regular financial statements to the committee at meetings
- Prepare financial accounts for an annual audit, and provide the auditor with information as required
- Prepare an annual financial report
- Present the audited statement and other paperwork as required to Corporate Affairs

### ***Knowledge and skills required***

A key benefit of being Treasurer is the opportunity to develop accounting, financial and organisational skills which can be of use in personal and working life.

Treasurers who are better at their jobs tend to have the following skills and attributes:

- Honesty and integrity
- Enthusiasm for the task
- Good organisational skills
- A good eye for detail
- Good at making decisions
- An ability to work in a logical and orderly manner
- An ability to allocate regular time periods (e.g. weekly or monthly) to maintain the accounts
- An ability to keep good records
- Accounting/bookkeeping experience including an awareness of procedures for handling cash, cheques and other financial transactions
- A willingness to learn new skills

## The Recorder

The Recorder will use computer software in the organisation of swim meets, recording of results and maintenance of records.

### ***Responsibilities and Duties***

- Maintaining the results and records for the Branch within the national records/results portal
- Set up the online registration system for all Branch swim meets
- Set up the Meet Manager program for all Branch swim meets
- Oversee the recording of results at all Branch swim meets
- Posting of all results to the national records/results portal
- Produce results for presentations at conclusion of swim meets (club championships, relay championships, swimmers of the meet, other awards)
- Updating records and producing record certificate
- Oversee the results within e1000
- Produce results for e1000
- Present reports to the Branch committee as required
- Present a report for the Annual General Meeting

### ***Knowledge and Skills***

- Good communication skills
- Good problem solving and analytical skills
- Ability to work under pressure and meet deadlines
- Familiar with the most recent technology trends
- Must be organised
- Assess good applications for recording of swim meets (Meet Manager, online registrations, IMG registration database, e1000, records/results portal)
- Knowledge of updating Branch website

## The Coordinator of Coaching and Education

The Coordinator of Coaching and Education's main role is to help swimmers grow and develop their skills. Coaches also have a major influence over the swimmer's enjoyment of their sport. It is essential that coaches provide swimmers with the best possible sporting experience.

### ***Responsibilities and Duties***

- Ensuring that clubs have sound coaching practices and ethics which help to create a safe and supportive environment for all swimmers
- Identifying needs and planning and implementing suitable training programmes for groups/individuals
- Liaising with other partners in training up and coming coaches (physiotherapists, nutritionists, sports psychologists)
- Promoting masters coaching within all Branch clubs

### ***Knowledge and skills required***

- Thorough understanding of swimming
- Good communication skills
- Good interpersonal skills
- Enthusiastic, disciplined and dedicated
- Flexible and innovative
- Able to organise and facilitate coaching workshops for club coaches and swimmers
- Thorough understanding the rules of MSA and World Aquatics for swimming and competitions at different levels

## The Coordinator of Safety and Health

The Coordinator of Safety and Health is responsible for the coordination of safety and health matters for all members and visitors.

### ***Responsibilities and Duties***

- Ensure that members observe and follow established health guidelines
- Ensure hazards are kept to a minimum and actioned promptly
- Advise the Executive on environmental and safety matters, laws and regulations affecting Branch activities
- Be the focal point for all safety enquiries
- Induction of new coaches and officials to safety and health aspects of the Branch/club operations and facility
- Implement the national safety policy to ensure OH&S compliance
- Provide reports to the Branch regarding safety issues and accident/incident claims

### ***Knowledge and skills required***

- Ability to organise and delegate tasks
- Attend OH&S Training/ First Aid
- Communicate effectively and possess good interpersonal skills
- Maintain confidentiality on relevant matters

## The Registrar

The Branch Registrar will work closely with club registrars and the national registrar to ensure that the information within the registration database is kept up to date.

### ***Responsibilities and Duties***

- Keep a register of the members of the Branch
- Check all transfers of members between clubs
- Update the subscriptions to all clubs for Branch and National fees annually
- Liaise with the national office regarding matters within the database
- Provide a report for inclusion in the Annual Report
- Provide a report of updated member numbers/trends for each Branch committee meeting

### ***Knowledge and skills required***

- Good communication skills
- Know how to work well with other registrars
- Good problem solving and analytical skills
- The ability to meet deadlines
- Knowledgeable about the needs of the users of the database
- Familiar with the most recent technology trends
- Must be organised
- Produce results for presentations at conclusion of swim meets (club championships, relay championships, swimmers of the meet, other awards)
- Updating records and producing record certificate
- Oversee the results within e1000
- Produce results for e1000
- Present reports to the Branch committee as required
- Present a report for the Annual General Meeting

## **Coordinator of Publicity and Publications**

The **Coordinator of Publicity and Publications** should have a good knowledge of the workings of various elements of the media and present the Branch in the best possible way. This person needs to have a working knowledge of the Strategic Plan and will play a key part in communicating the organisation's message.

### ***Responsibilities and Duties***

- Develop and implement a public relations program
- Ensure that the Branch receives maximum promotional exposure
- Write media releases about upcoming events, personalities
- Coordinate arrangements for press media coverage of Branch news releases
- Assist in the publication of Branch newsletters
- Develop a strategy to better promote the Branch and to assist clubs to do the same
- Arrange for sponsorship

### **Knowledge and skills required**

- Be well organised
- Can communicate effectively
- Positive and enthusiastic
- Good knowledge of the marketing plan of the Branch
- A background/understanding of promotion and marketing would be useful
- Word processing/design skills
- Ability to work independently or as part of a team

## **Club Delegates**

Each affiliated MST Club nominates two members as Club delegates to the Branch Committee.

A Club Delegate should have a good knowledge of their Club and have the authority of their Club to change the directive of the Club in respect of voting in consideration of



amendments or late information presented at the MST Branch meetings - for example, in the light of new information presented at the meeting. They should be able to present facts clearly and succinctly, and to report objectively back to their Club on all matters raised at the meeting.

Club Delegates have a duty to represent their Club views faithfully, but once a vote has been taken, it is the duty of all Club Delegates to support the decision both within MST and to any other organisation.

### ***Responsibilities and Duties***

#### ***MST Delegates shall:***

- Either attend MST Branch meetings in person or by teleconference, appoint a proxy, or record an apology for their Club if nobody is able to attend to represent the Club at MST Branch meetings
- Vote on behalf of their Club at MST Branch meetings
- Provide a report to their Club committee meeting following each MST Branch meeting
- Be a point of communication between MST and the Club and ensure the dissemination of information.

## Social Media Manager

The Branch Constitution does not include the position of Social Media Manager. The roles and responsibilities are currently in the domain of the Coordinator of Publicity and Publications and are set out below to distinguish the emerging trends in general media management.

A social media manager uses social media applications to promote the Branch. Prominent social media sites viewed publicly online include Facebook, Twitter and YouTube. These sites and others can be used to promote the Branch. The social media manager is the link person between the Branch and the community.

### ***Responsibilities and Duties***

- Responsible for developing strategies to increase the use of sites such as Facebook, Twitter, and YouTube
- Build a following online
- Increase audience participation
- Actively engaging followers to transform visitors into advocates for the Branch/club
- Collaborate with the marketing and promotion team to create relevant content
- Develop strategies for drawing new members and supporters
- Deliver regular updates to followers

### ***Knowledge and skills***

- Expertise in the use of online networking sites and be proficient in standard Office software applications
- Possess the ability to plan sharp, innovative marketing strategies
- Able to quickly adapt to strategies in response to consumer feedback
- Respectful and effective communication
- A creative mind Strategic use of social media tools
- Concise thinker
- Thorough knowledge of the Branch being represented is imperative