

**Club & Committee Structure**

Committee Management

Having an effective and clear swimming club structure is important to becoming a sustainable club. The club should already have an established management committee when the club was established. The committee is a team responsible for managing the club on behalf of its members.

The organisational structure will vary depending on the type and size of the club, however all structures should:

* Be simple and clear
* Be kept up to date and made available to members, volunteers and relevant bodies
* Provide details of any sub-committees
* Be reviewed on a regular basis and any structural changes proposed at the AGM

The organisation structure should be set in order to support the achievement of the club goals within its Club Plan document. Some of the factors that should be considered are:

* The mission of the organisation
* Goals and objectives to be achieved
* The priorities of the organisation
* Availability of personnel
* Financial resources available

An example swimming club organisation structure is detail in appendix 1 and should be altered to reflect the organisational structure of the users swimming club.

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|  | **Swimming Club Committee Structure** | | | | | | | | | |  |  |
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|  |  |  |  | President | | | |  |  |  |  |  |
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|  |  | Secretary | |  | Vice - President | |  | Treasurer | |  |  |  |
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| Media Officer | Sponsorship Coordinator |  | Volunteer Coordinator |  | Competition Secretary |  | Health & Safety Officer |  | Welcoming Officer |  | Merchandise Officer | MPIO |
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