

2017 - PBSC Committee Roles
(Note - NC means non-committee)

Role	Committee Member	Responsibilities
Chairman	Ian Bays	Chair Committee meetings
Secretary	John Cunningham	ASA / East Region / Herts ASA Contact. Organise Club Diary. Organise AGM.
Treasurer	Druvi Attygalle	Maintain the clubs financial records. Pay coaching fees and pool hire. Produce annual examined accounts. Periodically ensure balance of income and expenditure.
Assistant Treasurer	Suzanne Savage	Bank fee and membership income and reconcile online payments
Minutes Secretary	Louise Hughes	Record the minutes of Committee meetings.
Vice Chairman	Martin Higgins	Chair meetings in the absence of the Chairman
Welfare Officer	Jacqui Gormley	Deal with any club member behaviour issues / disputes. Organise CRB checks.
Membership Secretary	Melanie Woodward and Suzanne Savage	Keep a record of the members and their details. Produce and issue subs letters and reminders. Clooect and bank subs.
ASA Registrations Officer	Melanie Woodward	Maintain ASA membership database.
Records Secretary	Martin Higgins	Maintain database of recorded times. Approve and keep a list of club records.
Performance report and entering meet results	Judy Martell and Chantelle Smith	Input PBSC results into Team Manager. Publish results of galas and time trials. Provide coaches and selectors with performance reports.
Gala Secretary	Tina Stanbury (open), Karen Rinkoff, (Lila Blount helping collect fees)	Agree the list of supported Open Meets with the Chief Coach. Email details of Open meets. Coordinate entries and liaise with host clubs.
New Member Contact	Melanie Woodward	Contact point for prospective new members. Arrange trials for new members.
Coach Liaison	Daryl Mason	deal with coach related issues. Attend coaches meetings
Kit Manager	Brenda Heesom (NC) and Tina Stanbury (liason)	Provide club t-shirts for new members and order new t-shirts when required. Coordinate any new club kit.
Webmaster	Ian Bays / John Cunningham – Lila (NC) and Louise agreed to help with Twitter	Maintain and develop the club website.
Press Officer	Lila Blount (NC)/ Michael Foreman and Daryl Mason	Create and submit reports to the local press. Need to coordinate meet reports from others.
Sponsorship Officer	Michael Foreman / Ian Bays	manage the relationship with sponsors
Furzeffeld Liaison	Ian Bays	Contact for any problems with FF. Complete booking forms and agree holiday schedules with pool and coaches.
The Venue liaison	Ian Bays and Michael Foreman	Contact for any problems with The Venue. Complete booking forms and agree holiday schedules with pool and coaches.
HSL Rep	Club Sec (John Cunningham)	Contact for HML and Peanuts and Senior League
NASL Rep	Club Sec (John Cunningham)	Contact for the National Arena Swimming League. Attend NASL AGM.
Sub Committees		
Welfare Officer	Jacqui Gormley / Louise Hughes / Ian Bays / Coach Rep	Deal with any welfare / child protection matters / disputes that may arise.
Selection	Wray S-C / Chris Andrew (NC) / Victoria Francis / Judy Martell / Karen Rinkoff	Select teams in conjunction with the Chief Coach. Organise swimmers, officials and helpers for team galas. Organise time trials.
Swim 21	Karyn Sansom / Olu Elesin (NC)	
Club Champs	Michael Foreman/ Louise Hughes (results and entries)	Organise and run the annual club championships.
Summer / Winter Open Meets	Victoria Francis/??/ Louise Hughes (results / Hytek)	Organise and run the Summer and Winter Open Meets. Anita and Victoria doing the catering.
Social	Anita Shipman (NC) / Melanie Woodward / Lila Blount (NC)	Organise and run the annual Presentation Party, Summer BBQ and other social events.
Masters Co-ordinator	John Cunningham	
Trophies	Suzanne Savage	
Officials Co-ordinator	Judy Martell / Louise Hughes	
Workforce Co-ordinator	Lila Blount (NC)	
Club Development	?	