

**Atlantis City Water Polo and Aquatics Club
Roles and Responsibilities of the Committee**

Officer Role Title	Details
Chairperson	<ul style="list-style-type: none">• Chair monthly meetings• Provide consistency in meeting club objectives and standards• Assist in appointing coaches and review performance• Liaise with the community to ensure programme is appropriately communicated and to deal with any concerns or complaints in collaboration with the Development Manager and Senior Coaches• Liaise with and maintain good relations with sponsors and other external supporters of the club and school• Maintain positive relationship in regard to the Memorandum of Understanding with Diocesan School for Girls• Develop and foster relationships with office holders, members and affiliated clubs and New Zealand Water Polo• Respond to any complaints
Vice Chair	<ul style="list-style-type: none">• Assist the Chair as required• Step in for the Chair if the Chair is unavailable
Secretary	<ul style="list-style-type: none">• Record and circulate minutes• Liaise with the Chairperson to circulate agendas• Hold club's records, books and documents
Treasurer	<ul style="list-style-type: none">• Report on the Club bank account financial position at each Committee meeting• Present an annual statement of accounts to Club's AGM• Maintain the Club's bank account and act as one of the authorised signatories to that account• Prepare an annual Budget - include sponsorship and Fundraising targets
Diocesan School for Girls Representative	<ul style="list-style-type: none">• Provide link between club and school to ensure positive relationship• Collaborate with Development Manager to ensure consistency across programs
IT	<ul style="list-style-type: none">• Takes responsibility for the Club's website and IT requirements

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Officer Role Title	Details
Fundraising / Sponsorship	<ul style="list-style-type: none">• Planning and implementing fundraising events throughout the season with the objective of raising funds for both equipment and operational needs of the club (which could reduce fees at the end of the season) (For example; sausage sizzles, auctions, car wash etc...)• Identify and implement 1 per season of a “special fundraising project”• Lead Sub Committee and manage specific fundraising activities for specific events such as nationals• Liaise with the Committee for appropriate financial fundraising targets for not only the current season but also to build a sustainability to purchase new equipment and reduce costs• Update current sponsorship document• Attract and retain Sponsors
Health and Safety	<ul style="list-style-type: none">• Working with the coaches and club members to ensure the club maintains appropriate equipment, procedures (see below) and standards to ensure that training is conducted in a safe environment• Ensure the Club is implementing the Health and Safety Policy and protocols in collaboration with NZWP and the Children's Act 2014• Ensure all RAMS are completed for every tournament entered, update TRIP plan when needed and communicate changes to committee
Uniforms and Equipment	<ul style="list-style-type: none">• Works with School Uniform Shop to ensure that there is an adequate supply of uniforms available to purchase• Ensures coaches and managers have uniform• Ensures all teams have the correct equipment (caps, balls etc) and that it is collected at the end of the season