

Cambridge Dive Team Management Committee

At the AGM a new committee will be elected for the ensuing year.

The committee will be comprised as below.

A brief description of the duties involved is stated below. For further information please consult the website policy documents or contact the current post holder.

Position	Duties
Chairman	Responsible for overall running of Club. Manage meetings and any disputes.
Secretary	Responsible for Club correspondence, taking and recording minutes of Club meetings, notification to members of AGM.
Treasurer & Administrator	Responsible for the financial accounting and transactions of the Dive Team. Preparation of budgets and audits. Oversee DDOs, coaches and teachers in liaison with committee. Monitor Club fee payments. Represent Club at County and Regional meetings.
Membership Officer	Record details of all members, distribute and collect ASA registration forms and submit annual return to ASA.
Championship / Competition Officer	Organise annual competition calendar. Ensure correct personnel for chaperoned trips. Organise medals and trophies for Club events. Organise officials for Club events.
DiveRecorder Officer	Responsible for the computerised recording of competition and championships and presentation of results.
Welfare Officer	Responsible for safeguarding child welfare. Control of CRB checks for coaches, teachers and parents.
Masters Representative	Represent the views of the master divers of the Club to the committee.
Divers Council Representative	Call meetings with, and chair the elected divers council. Represent their views to the committee
Social & Fund Raising Officer	To organise and advertise social events to the membership. To look into ways of fund raising for the Club e.g. sponsorship.
Website Office	To set up and maintain a Club website. Control all notices placed on the website.
PR Officer	To organise ways of promoting the profile of the Club including media reports
Club Kit Officer	To organise, publicise, sell and order club kit. Maintain stock levels. Manage kit budget.
Swim21 Coordinator	To liaise with Management Committee, Workforce Coordinator, Athlete Development Coordinator to ensure that Swim21 principles are complied with and updated as necessary
3 Committee Members	To assist in the general running of the Club. Represent the views of dives and parents to the committee
Workforce Do-ordinaor	Co-ordinating the recruitment and organisation of volunteers within the club.
Schools Co-ordinator	To play a vital role in working with local education establishments and organisations
Team manager	To manage a team(s) from the club at training camps and competitions