

Appendix 3 (n)



Affiliated Club

JOB DESCRIPTION: GROUP REPRESENTATIVE

JOB TITLE: Group representative

PURPOSE: A parent/ carer of a swimmer who attends sessions regularly to act as a point of contact within the club for other parents

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach).

SKILLS REQUIRED:

- Approachable
- Good communicator
- Tact and Discretion

MAIN DUTIES:

1. To act as the main contact between parents/swimmers of Group and coaches/Committee.
2. To attend committee meetings held monthly.
3. To relay information as appropriate between parents and committee.
4. To Promote and Publicise, in a positive way all aspects of the Club.
5. To follow and promote the Club/ Swim England Safeguarding policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____