

# **SECTION 3**

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## **JOB DESCRIPTIONS**

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### JOB DESCRIPTIONS

The following job descriptions have been developed to assist with the management of Masters Swimming. They are 'living documents' and can be updated as necessary. They include the following positions within the national organisation –

- President
- Vice-President
- National Secretary/ Treasurer
- National Recorder
- Computer Officer
- Webmaster
- History, Archives and Trophies Officer
- Swimming Meet Officer
- Open Water Swimming Officer

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## NEW ZEALAND MASTERS SWIMMING President Position Description

### Purpose of the Role

- To provide leadership of New Zealand Masters Swimming (Inc).
- To support New Zealand masters swimmers
- To promote the sport of Masters Swimming in New Zealand and internationally

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### Key goals

#### How to achieve these goals

#### Chair the NZMS AGM

- Be familiar with and adhere to the NZMS Constitution, the Administration Manual and the appropriate FINA rules.
- Prepare the President's Annual Report.
- Attend and chair the AGM.
- Follow up AGM decisions to ensure they are carried out.
- Work with the secretary to prepare the annual budget and to monitor the financial position of NZMS.

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#### Lead and support the NZMS executive

- Develop and implement strategic, business and other plans as required or appropriate for the organization.
- Ensure regular executive meetings are scheduled.
- Chair executive meetings, delegating responsibilities as appropriate
- Follow up on executive meeting decisions.
- Support the activities of the executive and the committees of NZMS.
- Ensure accurate records are maintained.

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#### Support NZ masters swimmers

- Maintain regular communication with Masters Swimming Clubs and members via Masterscrawl, the Website, attendance at swimming meets and open water swims and by email.

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#### Set up and maintain networks in New Zealand and internationally

- Support Aquatics New Zealand by attendance at board meetings and the Annual general meeting, and participation to ensure the interests of NZMS are fostered and promoted.
- Ensure NZMS maintains good relationships with New Zealand Swimming, Aquatics New Zealand, FINA, [SPARC Sport NZ](#) and other relevant organizations.
- Represent New Zealand Masters Swimming on appropriate bodies and forums or delegate this role as appropriate.

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#### Promote Masters Swimming

- Develop and implement NZMS initiatives to:
  - Promote the goals of masters swimming (fun, fitness and friendship)
  - Increase the profile of NZMS
  - Improve services to current members
  - Maintain or increase membership numbers
- Support local club initiatives to promote NZMS.

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## NEW ZEALAND MASTERS SWIMMING

### Vice-President

#### Position Description

**Purpose of the Role**

- To support the President of New Zealand Masters Swimming (Inc) (NZMS) and stand in for him/her if necessary.
- To participate in the executive of NZMS and assist with the running of NZMS.

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**Key goals**

**How to achieve these goals**

Support the President and stand in for him/her as necessary.

- Be familiar with and adhere to the NZMS Constitution, the Administration Manual and the appropriate FINA rules.
- Chair the AGM in the absence of the President
- Assist the President and Secretary to follow up AGM decisions, prepare the annual budget and to monitor the financial position of NZMS.

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Participate in the NZMS executive

- Attend exec meetings, chairing these in the absence of the President.
- Assist the President and Secretary with following up on exec meeting decisions, supporting the committees of NZMS and maintaining accurate records.
- Assist with the setting up and maintenance of networks in New Zealand and internationally and the promotion of Masters Swimming

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Support NZ masters swimmers

- Maintain regular communication with Masters Swimming Clubs and members via Masterscrawl and the Website, and attendance at swimming meets and open water swims.

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## NEW ZEALAND MASTERS SWIMMING Secretary/Treasurer Position Description

**Purpose of the Role** To be responsible to the President for:

- the smooth running of New Zealand Masters Swimming (Inc) (NZMS) through the provision of secretarial and support services.
- managing the finances of NZMS.

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<b>Key goals</b>	<b>How to achieve these goals</b>
Secretarial duties.	<ul style="list-style-type: none"> <li>▪ Be familiar with and adhere to the NZMS Constitution, the Administration Manual and the appropriate FINA rules.</li> <li>▪ Give notice of AGM and all other meetings.</li> <li>▪ Attend and minute the AGM and all exec meetings.</li> <li>▪ Maintain communication with Club Secretaries.</li> <li>▪ Maintain membership database.</li> <li>▪ Attend to correspondence, email and phone queries, referring to executive as necessary.</li> <li>▪ Plan the annual programme of sanctioned meets and open water swims, in liaison with the Swimming Meet Officer and the Open Water Swimming Officer.</li> <li>▪ Be the central point of contact for NZMS</li> <li>▪ Maintain accurate records and regularly review and improve systems and processes.</li> </ul>
Financial duties	<ul style="list-style-type: none"> <li>▪ Work with the President to prepare the annual budget</li> <li>▪ Pay all accounts, invoice members, deposit monies, manage bank accounts and investments.</li> <li>▪ Prepare and publish monthly financial reports. Distribute to the President and Vice-President and to executive prior to executive meetings.</li> <li>▪ Maintain up-to-date, accurate financial records.</li> <li>▪ Prepare annual financial report and have this audited in time for the AGM</li> </ul>
Support NZ masters swimmers	<ul style="list-style-type: none"> <li>▪ Maintain regular communication with Masters Swimming Clubs and members via Masterscrawl, the Website, attendance at swimming meets and open water swims and by phone and email.</li> </ul>
Promote Masters Swimming	<ul style="list-style-type: none"> <li>▪ Assist the President to maintain good relationships with New Zealand Swimming, Aquatics New Zealand, FINA, <a href="#">SPARC Sport NZ</a> and other relevant organizations.</li> <li>▪ Assist with initiatives to:                             <ul style="list-style-type: none"> <li>*o Promote the goals of masters swimming.</li> <li>*o Increase the profile of NZMS.</li> <li>*o Improve services to current members.</li> <li>*o Maintain or increase membership numbers.</li> </ul> </li> <li>▪ Support local club initiatives to promote NZMS.</li> </ul>

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## NEW ZEALAND MASTERS SWIMMING

### National Recorder

#### Position Description

**Purpose of the Role**

- To ratify New Zealand Masters Swimming sanctioned meet results and records, ensuring compliance with FINA rules.
- To apply for world records on behalf of NZ master swimmers who break world records while competing in New Zealand or overseas.
- To maintain up to date and accurate records of the history and current status of New Zealand Masters Swimming records.
- To provide times, results and record data for publication as required.

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**Key goals**

**How to achieve these goals**

Ratify New Zealand Masters Swimming sanctioned meet results and records

- Check all results of sanctioned meets for accuracy and for records.
- Liaise with New Zealand master swimmers who break New Zealand records in New Zealand or overseas.
- Liaise with the Meet Controllers and Referees of the sanctioned meets.
- Record all NZ records and provide record certificates to the record breakers.

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Apply for world records on behalf of NZ master swimmers who break world records in New Zealand or overseas.

- For World Records broken in New Zealand or overseas, prepare and send the application for record ratification within 60 days.
- Liaise with the world record breakers as required.
- Update records as required.
- Notify Editor, Webmaster and National Secretary of all world records broken.

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Keep records and provide data for publication.

- Update the records after each sanctioned meet.
- Maintain liaison with the National Secretary, the Webmaster and the IT Officer.
- Distribute data as necessary for the Website, Masterscrawl etc.
- Improve and update the recording and record storage systems to improve efficiency and ensure data integrity is maintained.
- Report to the executive and participate in executive meetings, as required.
- Prepare an annual report and present this at the AGM.

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## NEW ZEALAND MASTERS SWIMMING

### Computer Officer

#### Position Description

**Purpose of the Role**

To be responsible for:

- 1. Management of the use of Meet Manager (MM) for the sanctioned meets of New Zealand Masters Swimming (Inc) (NZMS).
- 2. Integration of MM with the membership database, national records & national rankings
- 3. Production of the official results of sanctioned meets.
- 4. Production of national rankings

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**Key goals**

**How to achieve these goals**

Manage the use of Meet Manager (MM) for sanctioned meets

- Liaise with event organizers to obtain event entry form for a sanctioned meet
- Obtain up-to-date membership file from National Secretary
- Obtain up-to-date record list from National Recorder
- MM File to be pre-populated with NZMS database, all current NZMS records and programme of events.
- Perform entry check on MM file for the event, ensuring all masters swimmers entered are financial members and their details are entered correctly. Send error reports to National Secretary and Meet Director and re-check when it returns
- 
- Check Meet Manager file on completion of the event. Forward preliminary results to National Recorder and Webmaster.

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Produce the official results of sanctioned meets

- Liaise with National Recorder after the event re ratification of results and records and make any changes to the results requested by the National Recorder.
- Produce final official results and send to National Secretary, National Recorder and Webmaster

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Produce national rankings

- Maintain Top ten rankings and post on the website
- Forward NZ Top ten rankings to FINA for inclusion in the annual World Top Ten rankings

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Provide an efficient, accurate and timely computer support service for sanctioned meets.

- Communicate with Meet Directors, the National Recorder, the National Secretary, the Webmaster and others as required to ensure the computer records and data for sanctioned meets is accurate and timely.
- Make recommendations for improvements to computer systems and processes
- Participate in Executive meetings as required
- Prepare an Annual Report and present at the AGM

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## NEW ZEALAND MASTERS SWIMMING

### Webmaster

#### Position Description

**Purpose of the Website**

- To provide a means of communication between the organization and its members
- To provide a method to promote masters swimming and the organization to non-members, nationally and internationally
- To serve as one of the first points of contact for new members to the organization
- Other activities as directed by the executive of New Zealand Masters Swimming (NZMS)

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**Role of the Webmaster**

- To manage the website on a day-to-day basis
- To load/ update content on to the website, as directed/ approved by the NZMS executive.
- To provide services to membership, as directed by NZMS executive.
- To act as liaison between NZMS and the web services provider.
- To support NZMS in their goals and objectives.

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**Key goals**

Information on the website is maintained and up to date.

- How to achieve these goals**
- Load meet results, Masterscrawl, entry forms, diary information, new records and other items as directed by NZMS executive.
  - Load news items or other content provided by members or other approved sources.
  - Maintain user profiles and logons, ensuring they are in agreement with the NZMS membership database
  - Update the website at least fortnightly, unless prior arrangement with the NZMS exec is made

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Website is well designed and easy to use

- Advise NZMS executive and make recommendations for improvements to the website.
- Ensure (in consultation with the NZMS web provider) both the website and email services are available 99% of the time, and report to the executive any exceptions to this.

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The website provides information and services to meet the needs of NZMS member services

- Seek member feedback and opportunities to improve/enhance member information and services provided by the website.
- Respond to member email requests and queries, within 3 days

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The website promotes masters swimming and NZMS nationally and internationally

- Advise NZMS executive about opportunities to improve the content of and number of hits to the website.
- Promote the website online to ensure that the NZMS website is easy to find in major search engines, by members, non members, and particularly potential members
- Provide suitable links to other websites
- Respond to non-member email requests and queries, within 3 days.

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Website meets security and legal requirements

- Ensure that NZMS meets its obligations under the privacy act and other applicable laws, in relation to the website.

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- The Webmaster communicates with the NZMS Executive and reports annually at the AGM
- Maintain communication with web services provider, the NZMS IT Officer, the National Recorder and the NZMS executive.
  - Report on the current status of the website to executive and participate in executive meetings as required.
  - Prepare and Annual Report on the Website and present this at the AGM.
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## NEW ZEALAND MASTERS SWIMMING History, Archives and Trophies Officer Position Description

**Purpose of the Role**

**To be responsible for:**

- Management of historical records and memorabilia of New Zealand Masters Swimming (Inc) (NZMS).
- Management of national trophies.

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**Key goals**

**How to achieve these goals**

Safe storage of historical records and memorabilia so that the history of NZMS is not lost.

- Collect and store memorabilia of historical value. This could include:
  - a-o Meet Programmes
  - b-o Annual Reports
  - e-o Masterscrawl
  - d-o Photos, videos
  - e-o News clippings
  - f-o Swimming clothing and equipment
  - g-o Trophies, medals and certificates
- Liaise with National Secretary re historical NZMS records for collection and storage.

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Trophies maintained in good condition and available for presentation each year.

- Note names and contact details of all winners of national trophies.
- Communicate with these winners to ensure;
  - a-o engraving is done
  - b-o the trophies are stored safely
  - e-o the trophies are delivered to the club organizing the next National Championships on time and in good condition.

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## NEW ZEALAND MASTERS SWIMMING Swimming Meet Officer Position Description

- Purpose of the Role**
- To promote and support sanctioned meets for master swimmers throughout New Zealand.
  - To ensure all sanctioned meets are run according to the FINA rules.
  - To provide technical support and advice about sanctioned meets to clubs and executive.

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- | <b>Key goals</b>                                | <b>How to achieve these goals</b>   |
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| Promote an annual programme of sanctioned meets | ▪ Support the National Secretary to plan the annual programme of sanctioned meets by; <ul style="list-style-type: none"><li>○ personal contact throughout the country, to encourage applications for the meets.</li><li>○ reviewing applications with the National Secretary and making recommendations to the executive about the meets that should be approved.</li></ul> |
|   | ▪ Promote sanctioned meets to clubs by, for example, publishing articles promoting meets in Masterscrawl.   |
|   | ▪ Ensure that the programme of National Long Course and North and South Island Short Course Championships are held each year.   |
|   | ▪ Participate in executive meetings, as required.   |
|   | ▪ Prepare an annual report on the programme of sanctioned meets and present this at the AGM.  |

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| Support clubs to run successful sanctioned meets, ensuring FINA rules and NZMS procedures are followed. | ▪ Review and approve the programme for all sanctioned meets.  |
|   | ▪ Provide advice and assistance as necessary to clubs planning sanctioned meets.  |
|   | ▪ Designate a NZMS member to liaise with the Meet Controller and Referee at all sanctioned meets, to; <ul style="list-style-type: none"><li>○ assist with dealing with any queries and protests</li><li>○ ensure FINA rules are observed</li><li>○ ensure the results are prepared for the National Recorder.</li></ul> |

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## NEW ZEALAND MASTERS SWIMMING Open Water Swimming Officer Position Description

- Purpose of the Role**
- To promote and support sanctioned open water events for master swimmers throughout New Zealand.
  - To ensure all sanctioned open water events are run according to safety requirements and FINA rules.
  - To provide technical support and advice about open water events to clubs and executive.

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- | <b>Key goals</b>   | <b>How to achieve these goals</b>   |
|--|---|
| Promote an annual programme of open water events for master swimmers, including the National Masters Open Water Swimming Championship. | <ul style="list-style-type: none"> <li>▪ Support the National Secretary to promote the annual programme of open water events by, for example;                             <ul style="list-style-type: none"> <li>○ personal contact throughout the country to encourage these events - sanctioned and non-sanctioned.</li> <li>○ publishing articles in Masterscrawl or on the website.</li> <li>○ liaison with organizers of non-masters open water events</li> </ul> </li> <li>▪ Review applications for sanctioned open water swims. Make recommendations to the executive about the sanctioned events that should be approved or not approved.</li> <li>▪ Ensure that the National Championships are held annually.</li> <li>▪ Participate in executive meetings, as required.</li> <li>▪ Prepare an annual report on open water swimming and present this at the AGM.</li> </ul> |

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| Support clubs (or other groups) to run successful and safe open water events for master swimmers. | <ul style="list-style-type: none"> <li>▪ Maintain contact with local masters swimming clubs re open water swimming in the region and provide support and advice to clubs planning open water events.</li> <li>▪ Ensure safety requirements and FINA rules are met at all open water events.</li> <li>▪ Liaise re open water events as necessary with the Secretary and the executive.</li> <li>▪ Update the New Zealand Masters Open Water Swimming Guidelines as necessary.</li> </ul> |
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