

# Roles & Responsibilities

## Outline

- Excellent communication skills
- Organised
- Good IT Skills
- Interested in event management/ organisation

## Commitment

The time commitment can vary depending on fundraising initiatives the club decide to run

## Roles and Responsibilities

- Comply with Swim Ireland recruitment policy
- Work with the club management committee to set annual fundraising target
- Develop an annual fundraising plan and input into the club development plan to ensure long term success
- Search and apply for relevant grants
- Run fundraising events/ activities at intervals throughout the season
- Organise imaginative and innovative events to maximise fundraising potential
- Encourage participation of club members in fundraising events/ activities
- Communicate with club members in a timely manner
- Promote the club's fundraising success through social media, local newspaper
- Ensure sponsors and supporters are acknowledged after each fundraising event/ activity
- Provide club management committee with regular updates

## Benefits of volunteering in this role

- Pride in your ability to support your club.
- Working with other volunteers to make your club a success
- Gain experience in event management and negotiation
- Meeting new people and making friends
- Setting a positive example to young people in your club (in a junior club)

## Requirements

### Mandatory – General (U18) Clubs

- Safeguarding 1 workshop (Ireland)/ Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland club membership
- Signed Code of Conduct

### Recommended – All Clubs

- Managing people, situations and conflict workshop
- Club development days and live webinars
- Online modules - Effective Committees and Effective Meetings

