

Executive, General & Support Committee Roles

Season 2023/24



Executive Committee

Responsible Officers

- **President:** Provides overall leadership, direction and is responsible for the performance of the organisation.
- **Vice President:** Provides leadership, direction and performance support to the President, and is the delegated officer in the absence of the President.
- **Secretary:** Responsible as the Public Officer of the incorporated entity and operational management of BHA.
- **Treasurer:** Responsible for the financial management of the Club.

General Committee

6 positions and responsibilities

- **Competitions Officer:** Responsible for delivering quality swimming meets for Bendigo Hawks Aquatic.
- **Finance Officer:** Responsible for supporting the Treasurer with the annual management of the club's finances including reporting.
- **Membership Officer:** Responsible for supporting membership enquires of new and existing members along with new to Hawks welcoming experience.
- **Sponsorship Officer:** Responsible for managing the commercial arrangements with sponsors and supporters on behalf of BHA along with identifying new opportunities.
- **General Committee, BHA Coach:** BHA coaching team member position.
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Support Roles

Non-Committee voluntary positions

- **Director of Coaching:** Supports the development of the BHA coaching program. Reports to the BHA President.
- **Independent Grievance Officer:** BHA support person in management of grievances. Reports to the BHA Executive Committee.
- **Team Manager:** Supports the BHA coaching team with the co-ordination of swimmers at Targeted swim meets. Reports to the BHA Secretary.
- **Uniform Coordinator :** Acts as the support lead on BHA uniform matters including liaison with providers. Reports to the BHA Secretary.

Meeting Schedule

Season 2023/24

Executive Committee

- Monthly via MS Teams (60mins)

General Committee

- Quarterly in person

1st Meeting: September 2023

2nd Meeting: December 2023

3rd Meeting: March 2024

Final Meeting: June 2024

