

SWIMMING CLUB COMMITTEE

SECRETARY

This role ensures all communications within the Swimming Club are made available to members of the MQU Swimming Club. The following tasks would be a regular part of the Secretary's role:

- Minutes of Committee Meetings
- Email Communications
- Newsletter

REGISTRAR

This role will assist families when joining the MQU Swimming Club. This would include assisting families who are renewing their memberships and families who are joining for the first time. The following tasks would be a regular part of the Registrar's role:

- First point of contact for queries related to Swim Central
- Create Memberships in Swim Central for the upcoming 21/22 season
- Advertise memberships and send to Secretary for distribution
- Ensures all members have completed and processed their memberships

MEMBERSHIP PROTECTION INFORMATION OFFICER

It is the Member Protection Information Officer's job to ensure that all members and the committee abide by safe practices. There is an online course and workshop that must be attended as a part of maintaining this qualification and position. Please visit [here](#) for more information. The following tasks would be a regular part of the Member Protection Information Officer (MPIO) role:

- Handling of Member Complaints
- Creating an inclusive sporting environment
- Child Protection issues and concerns

