

Howe Bridge Aces – Executive, Committee and Volunteer Roles

 **Governance & Leadership – Chair, Treasurer, Secretary (the Executive Officers, responsible for the day-to-day running of the Club) plus up to 6 elected committee members which may include a Vice-Chair. The Committee can co-opt up to a further 4 members to the committee.**

The above roles ensure the club is legally compliant, well-run, and aligned with Swim England standards. The nominees for these positions are proposed and seconded by the voting members at the AGM. **These roles are separate from the volunteer role list below.** Those in volunteer positions below are appointed by the Committee after consideration of applications. A system for recruiting and appointing volunteers is being proposed at the SGM on 18th March 2026.

Volunteer Roles

- **Welfare Officer (mandatory under Wavepower) – we ideally need two – one male, one female**
- **Membership Secretary**
- **SwimMark Coordinator**
- **Custodians** (required by the constitution)
- **Data Protection Lead**
- **Volunteer Coordinator (general)**
- **Diversity and Inclusion Lead**
- **Training and Development Lead**

Coaching & Swimming Pathway Roles

These roles support athlete development and training delivery.

- **Head Coach**
- **Assistant Coach**
- **Swimming Teacher**
- **Poolside Helper**

Competition & Gala Delivery

These roles are essential for running licensed meets, club championships, and team galas. Also so we are able to provide support for the meets and competition we enter.

Technical Officials (licensed roles)

- Referee
- Starter
- Judge Level 1 (Timekeeper / Inspector of Turns)
- Judge Level 2 (Stroke Judge)
- Judge Level 2S (Starter)
- Timekeeper

Meet Operations

- Competition Secretary
- Team Managers
- BCM SWPA League Co-ordinator and Association Liaison
- Development Group Liaison
- Club Championships Organisers
- Recorders (score and time etc)
- Announcer(s) – for home galas and Club Championships
- Volunteer Coordinator (Meet-specific)

Communications & Member Support

These roles help keep the club connected, informed, and welcoming.

- Communications Officer
- Social Media Officer
- Website Manager
- Press / Publicity Officer
- Parent Liaison
- Website Development
- IT roles

Finance, Fundraising & Sponsorship

These roles support the club's financial sustainability.

- **Sponsorship, Grants and Fundraising Officer**
- **Kit and merchandise co-ordinator**

Facilities, Equipment & Logistics

These roles ensure the club environment is safe, organised, and functional.

- **Club Custodians** (as per constitution)

Social & Community Roles

These roles help build club culture and community engagement.

- **Social Secretary/subcommittee** (e.g. **Presentation Night, or other social events**)
- **Potential Junior Member Committee** (led by **Club Captains**)

Some roles are continuous. Some may be short term appointments, e.g. a volunteer spending time creating a new website for the Club.

More information about volunteering is available at:

[Club Volunteer Roles | Make A Difference At Your Club](#)