

Committee Role Description



Role Title: Swimshop Manager

Description: To oversee the procurement and sale of all goods including swimwear and accessories and to ensure that stock is effectively managed and all income generated for club funds is transferred to the club treasurer.

Duties / Responsibilities:

- To investigate and compare potential products and to advise and offer recommendations to the club committee.
- Ensure general availability at club training sessions (all venues) to collect sales orders from members / parents and arrange ordering and delivery with suppliers.
- Ensure all items are correctly distributed to members.
- Maintain records of all transactions for transfer to the club treasurer and maintain stock records for all items.
- Liaise with club membership secretary over the construction and management of an online ordering system via the club's website.
- To buy sweets/water etc for training sessions and swimming galas and to oversee the sale of such goods as required.

Time Commitment:

- Weekly training sessions (approx. 1 hour)
- Variable additional time commitment required for liaison with suppliers, general procurement, stock taking and accounting.

Calendar of events:

- Home galas
- Weekly training sessions
- May / June – Club Championships
- July – Awards Presentation Event