

Wide Bay Regional Swimming Association
MANAGEMENT COMMITTEE MANUAL

Section 2.8 Position Description - Development Officer

Written : 2005
Last Revised : August 2014

Position Overview :

- Reports to the Management Committee, and ultimately the President,
- Has the responsibility to guide the development of the swimmers within the Association in a mutually co-operative, consultative atmosphere with the Management Committee,
- Shall work with the Management Committee and Sub-Committee members to assist in ensuring objectives and strategies are implemented,
- Should be fully conversant with the Association's Constitution, Policies and Procedures.

Primary Duties :

- liaise with Swimming Queensland where necessary in direct relation to all development activities undertaken for all swimmers of the association,
- in conjunction with the Management Committee, have responsibility for the successful completion of all development programs and squads within the Association to ensure they are in accordance with the vision and strategy of Swimming Queensland,
- assist with the Association's regional championship meets in whatever capacity as requested by the Management Committee
- attend the meetings of the Management Committee and any relevant sub-committee meetings, as appropriate and where required,
- liaise with the President and subsequently provide assistance to any Committee Member with regards their roles and responsibilities when and how requested,
- work for the continued growth and efficient operation of the Association to ensure benefit to members.