

## COSC Masters

### Committee roles – Dec 13

Role	Key responsibilities
<b>Chair</b>	<ul style="list-style-type: none"> <li>• Chair monthly meetings</li> <li>• Key contact within Masters squad for COSC Chair</li> </ul>
<b>Secretary</b>	<ul style="list-style-type: none"> <li>• Take action points from monthly meetings &amp; circulate to committee</li> <li>• Respond to membership enquiries (forwarded from COSC Membership Secretary)</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>• Manage squad website</li> <li>• Liaise with COSC webmaster to develop joint COSC website</li> <li>• Circulate squad communications via email group</li> <li>• Promote pool-based and open-water competitions on the Facebook group</li> </ul>
<i>Newsletter (supporting role)</i>	<ul style="list-style-type: none"> <li>• <i>Compile squad newsletter on quarterly basis / maintain squad blog</i></li> <li>• <i>Send squad news articles to main squad newsletter officer for circulation to wider club</i></li> </ul>
<b>Membership</b>	<ul style="list-style-type: none"> <li>• Manage squad membership, in liaison with COSC Membership Secretary &amp; COSC Masters coach</li> <li>• Send membership forms to new members</li> <li>• Chase late fees from squad members</li> </ul>
<i>Squad kit (supporting role)</i>	<ul style="list-style-type: none"> <li>• <i>Promote club kit to members</i></li> <li>• <i>Take orders &amp; distribute</i></li> </ul>
<b>Social</b>	<ul style="list-style-type: none"> <li>• Organise and promote squad socials (including promotion on the Facebook group).</li> </ul>
<b>Coach</b>	<ul style="list-style-type: none"> <li>• Develop and implement coaching plan for squad</li> <li>• Final sign-off for relay teams for popular pool-based meets</li> </ul>

#### **All** (excluding supporting roles)

- Attend majority of monthly meetings - 1.5 hours
- Represent the squad at COSC Committee monthly meetings (on rotation)
- Collect feedback from swimmers on the general running of the squad, or any specific issues that may arise, for discussion at committee
- Accept new members to the squad Facebook group
- Compile annual squad report for AGM (September)
- Welcome trial swimmers to the pool on ad hoc basis
- Encourage squad members to take part in competitions (pool-based & open-water)
- Organise relay teams for popular pool-based meets, in conjunction with COSC Masters coach