



Swim England
Masters



Scottish
Swimming

Home Countries Masters Swimming Management Group (HCMSMG) Volunteer Administrator Role Description

What is the HCMSWG?

The group is responsible for running the British and International dimension of Masters Swimming, overseeing the British Masters Championships, records, rankings and the Decathlon Competition and any other aspects of Masters Swimming at this level.

The group is comprised of a Chair person, a representative from each of the home countries; Swim England, Swim Scotland and Swim Wales, the records administrator, a liaison from the British Swimming Board, and a representative from Ligue Européenne de Natation (LEN) when appropriate.

The group meets at least twice a year, at least once in person (usually in Manchester) and via video conferencing.

Introduction

The administrator will be responsible for the efficient coordination and administration of the group and will provide a central point of contact for information and communications. This position does not have voting rights.

Overall:

The administrator will provide a link between home country members and the group, and will report directly to the Chair. The types of duties will include:

- Be responsible for correspondence to and from the group.
- Arrange meetings as necessary.
- Produce, circulate and publish the minutes of the group's meetings along with a record of decisions made.
- Provide effective communication of the group's activities and decisions.
- As directed by the Chair, be responsible for ensuring the group's business is progressed in a timely and effective manner.

Specific Responsibilities:

- Follow processes for the receipt and recording of correspondence addressed to the group
- Work in partnerships with the Chair and the group members to ensure urgent matters are dealt with in a timely manner.
- Produce a summary of correspondence and issues to be considered by the group
- Record decisions made by the group and communicate the as directed by the chair.



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Skills and qualities required

- Enthusiastic with a good knowledge of Masters and people within it.
- Be an excellent communicator with good verbal, written and IT skills.
- Have good administration skills, including word-processing and minute-taking.
- Have excellent organisational skills.
- Recognises the need for, and always maintains confidentiality.

Level of commitment required

Be able to prepare for and attend at least 2 x 4hr meetings per year. One of which is likely to be during the British Masters Championships. As well as ongoing support for the chair to ensure the group operates effectively.

Term of office

4 year term but the person can reapply for the role for a maximum of 2 terms

What you can expect from us

An induction and ongoing support from a nominated team member from the Home country NGBs.