

Role Descriptor	Midland District Swimming & Championship Convenor
Purpose	<ul style="list-style-type: none"> • To Chair and co-ordinate the Swimming and Championship Committee activities throughout Midland District
Main Functions & Duties	<ul style="list-style-type: none"> • To represent Midland District at National Swimming Committee Meetings, or to arrange a deputy if unavailable. • To communicate decisions from National Swimming Committee to swimming clubs, District Swimming Committee, and other appropriate groups. • To convene and chair Midland District Swimming Committee Meetings (minimum 1 per year). To provide an order of business and including a section for any other business. • Respond to enquiries from clubs and individuals, either personally, or referring to the appropriate person. • Prepare a report detailing swimming and committee issues to delegates meetings and the District AGM. • Prepare and operate within a budget for the Swimming Committee, agreed at the District AGM. • Ensure that all Swimming Committee responsibilities are carried out. <ul style="list-style-type: none"> ➤ Selection of swimmers and staff for all Midland District swimming teams and squads. ➤ Collection and submission for District approval, of costs of district swimming matters. ➤ Administration of Licensing and Accreditation provisions of the Scottish Swimming Regulations as appropriate. ➤ Organisation of Regional Squads on behalf of Scottish Swimming including the provision of training facilities, the notification of selections and all other appropriate documentation. ➤ Organisation of all District Swimming Competitions, determining the format, dates, qualifying times and any other issue relating. ➤ Present nominations for awards to the District Executive as required. ➤ Control of calendar planning.
Skills/Attributes	<ul style="list-style-type: none"> • Organised with an eye for detail • Effective/Good Communication skills (verbal and written) • Ability to delegate tasks yet retain effective overall control • Able to reconcile differing viewpoints and handle difficult situations effectively

Requirements	<ul style="list-style-type: none"> • Be a member of Scottish Swimming and an affiliated Midland District Club • Attend and report to all Midland District Meetings.
Training & Support	<ul style="list-style-type: none"> • On the job training? • Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> • Attend 4 Midland District Meetings + AGM each year • Average of (2) hours per week

Role Descriptor	Midland District Open Water Swim Convenor
Purpose	<ul style="list-style-type: none"> To promote open water swimming within the district and with the help of a committee organise the annual district open water swimming championships.
Main Functions & Duties	<ul style="list-style-type: none"> To identify and nominate suitable individuals to the District AGM and form an Open Water Committee To lead the Midland District Open Water Committee in organising and running the annual Midland District Open Water Swimming Championships. To liaise with Midland District Clubs regarding Open Water events etc. To submit an Annual Budget as appropriate To attend Midland District Delegates meetings and report on Open Water to delegates. To represent Midland District when required <p>Committee Duties include:</p> <ul style="list-style-type: none"> Arranging and booking the venue Drafting a budget Completion of the associated paperwork e.g. Licence Application, Risk Assessments, meet information, entry form, event program, etc. Arranging and booking appropriate safety cover i.e. safety boats, first aid, etc. Arranging and booking canoeists. Arranging suitable number of officials. Processing event entries Organising trophies, medals and numbered caps Arranging water testing Checking the water temperature prior to the event & on the day. Arranging catering for officials, volunteers & helpers Help with venue set up and course lay out. Liaise with safety staff and officials throughout the day to ensure event is running to plan Help process results for end of event and present medals/trophies Liaise with venue staff/safety staff & officials re payments due etc. Completion of associated paperwork post event
Skills/Attributes	<ul style="list-style-type: none"> Good organisation and communication skills Enthusiastic Reliable and Trustworthy Team player
Requirements	<ul style="list-style-type: none"> Be a member of Scottish Swimming and an affiliated Midland District Club Attend and report to all Midland District Meetings.

	<ul style="list-style-type: none"> • Attend and report to all Scottish Open Water Committee meetings.
Training & Support	<ul style="list-style-type: none"> • On the job training • Support from previous post holder & District Executive • Support from the other District Open Water Convenors and the Scottish Open Water Committee
Time Commitment	<ul style="list-style-type: none"> • Attend 4 Midland District Meetings + AGM each year • Attend 4 Scottish Open Water committee meetings each year • Average of 30 minutes to 1 hour per week

Role Descriptor	Midland District Masters Convenor
Purpose	<ul style="list-style-type: none"> To report on and facilitate the discipline of Masters within Midland District
Main Functions & Duties	<ul style="list-style-type: none"> To identify and nominate suitable individuals to form a Midland District Masters Committee to the Midland District AGM. To lead the Midland District Masters Committee to organise/control Midland District Masters events. To liaise with Masters Clubs/sections within Midland District To submit an Annual Budget as appropriate To attend Midlands District Delegates Meetings To report to each Delegate meeting on Masters business To represent Midlands District at Scottish Masters Events (when required)
Skills/Attributes	<ul style="list-style-type: none"> Information gathering Good Organisational skills Approachable and a good listener. Enthusiastic and a good motivator
Requirements	<ul style="list-style-type: none"> Be a member of Scottish Swimming and an affiliated Midland District Club Attend and report to all Midland District Meetings.
Training & Support	<ul style="list-style-type: none"> Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> Attend 4 Midland District Meetings + AGM each year Average of 1 (One) hour per week

Role Descriptor	Midland District Water Polo Convenor
Purpose	<ul style="list-style-type: none"> To report on and facilitate the discipline within Midland District
Main Functions & Duties	<ul style="list-style-type: none"> To identify and nominate suitable individuals to form a Water Polo Committee to the Midland District AGM. To lead the Midland District Water Polo Committee in the organisation and administration of any Water Polo events within Midland District. Attend Midland District Delegates Meetings Report quarterly on Water Polo business Liaison with other Water Polo Clubs/sections in District Represent Midlands District at Scottish Water Polo Committee (when required)
Skills/Attributes	<ul style="list-style-type: none"> Information gathering Organisational skills Approachable, friendly, and helpful
Requirements	<ul style="list-style-type: none"> Be a member of Scottish Swimming and an affiliated Midland District Club Attend and report to all Midland District Meetings. Attend and report to all Scottish Water Polo Committee meetings (as appropriate)
Training & Support	<ul style="list-style-type: none"> Support from previous post holder & District Executive Support from Midland District Water Polo Committee
Time Commitment	<ul style="list-style-type: none"> Attend 4 Midland District Meetings + AGM each year Average of (1) hours per week

Role Descriptor	Midland District Leagues Convenor
Purpose	<ul style="list-style-type: none"> To report on and facilitate the Organisation and Operation of Midland District Leagues
Main Functions & Duties	<ul style="list-style-type: none"> Seek and nominate convenors for each of the leagues to the District Executive annually. Provide training, direction, and guidance to each league convenor as necessary. Lead the Operation of the Leagues within Midland District. Ensure that the rules/programme remain relevant for each league and suggest improvements/changes as appropriate. Submit an Annual Budget as appropriate Organise and Chair the Leagues AGM at end of each season. Attend Midlands District Delegates Meetings Report to each Delegate meeting on League business Represent Midlands District when required.
Skills/Attributes	<ul style="list-style-type: none"> Information gathering Good Organisational skills Approachable and a good listener. Enthusiastic and a good motivator Software knowledge ??????
Requirements	<ul style="list-style-type: none"> Be a member of Scottish Swimming and an affiliated Midland District Club Attend and report to all Midland District Meetings.
Training & Support	<ul style="list-style-type: none"> Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> Attend 4 Midland District Meetings + AGM each year Average of 1 (One) hour per week

Role Descriptor	Midland District Diving Convenor
Purpose	<ul style="list-style-type: none"> To report on and facilitate the discipline of Diving within Midland District
Main Functions & Duties	<ul style="list-style-type: none"> To identify and nominate suitable individuals to form a Midland District Diving Committee to the Midland District Delegates AGM. To lead the Midland District Diving Committee in the organisation/control of Midland District Diving event/s. To liaise with Diving Clubs/sections within Midland District To submit an Annual Budget as appropriate To attend Midlands District Delegates Meetings To report to each Delegate meeting on Diving business To represent Midlands District at Scottish Diving Committee (when required)
Skills/Attributes	<ul style="list-style-type: none"> Information gathering Good Organisational skills Approachable and a good listener. Enthusiastic and a good motivator
Requirements	<ul style="list-style-type: none"> Be a member of Scottish Swimming and an affiliated Midland District Club Attend and report to all Midland District Meetings.
Training & Support	<ul style="list-style-type: none"> Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> Attend 4 Midland District Meetings + AGM each year Average of 1 (One) hour per week

Role Descriptor	Midland District STO Convener
Purpose	<ul style="list-style-type: none"> • Co ordinate all matters concerning Swimming Technical Officials in the District
Main Functions & Duties	<ul style="list-style-type: none"> • To identify and nominate suitable, qualified individuals to form an STO committee to Midland District AGM • To Lead the Midland District STO committee in ensuring the District has the requisite numbers of qualified persons to accredit appropriate meets. • To keep and update records of qualified technical officials in the district • To organise timekeeper, J2 and J2S Courses • To visit clubs to deliver these courses as required (other referees will also be able to help) • To keep qualified technical officials informed of opportunities to officiate • To deal with general STO enquiries from clubs and individuals • To Care for and maintain District STO equipment (watches, radios, lap cards etc) • To liaise with clubs to get lists of available technical officials for Midlands meets and prepare possible schedule of officials for the session referee • To liaise with the Scottish STO chair as required • To organise Timekeeper cards for new timekeepers
Skills/Attributes	<ul style="list-style-type: none"> • Good understanding of rules of swimming • Able to handle enquiries • Confident manner for delivering courses • Have good organisational skills
Requirements	<ul style="list-style-type: none"> • Be a member of Scottish Swimming and an affiliated Midland District Club • Be trained to referee level • Report to all Midland District Meetings. • Attend Scottish STO meetings
Training & Support	<ul style="list-style-type: none"> • Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> • Attend 4 Midland District Meetings + AGM each year • Time required to complete the tasks varies widely depending on the time of year. Busy times when Midlands events are approaching.