

## **PORTFOLIOS AND JOB DESCRIPTIONS OF THE KZNA EXECUTIVE**

Executive positions in KZNA:

- President
- Deputy President
- Vice-President 1
- Vice President 2
- Vice President 3
- Vice President 4
- General Secretary
- Deputy Secretary
- Treasurer
- Records Officer
- Public Relations and Marketing Officer

### **1. President**

- Chairs KZNA Executive, Council and General meetings
- Is Ex-Officio member of all sub committee
- Is responsible for transformation of aquatic sport
- Has oversight on Executive members
- Represents KZNA or engages with the following on behalf of KZNA:
  - Swimming South Africa (SSA)
  - KZN Department of Sport and Recreation
  - KZN Sports Confederation
  - Other provincial external bodies
  - The National Lotteries Board
- Responsible for developing strategic direction of all aspects of aquatics in the province
- Promotes the ideals and objectives of KZNA and its affiliated clubs
- Delegates authority for the chairing of KZNA Executive, Council and General meetings in his/her absence

### **2. Deputy President**

- Chairs meetings in absence of the President, if so delegated
- Performs the functions of the President in the absence of the President, or if requested by the President

### **3. Vice President – Aquatics Development and Learn-to-Swim**

- Chairs meetings in absence of the President, if so delegated
- Is responsible for ensuring that structures and persons responsible for the development of the sport and for Learn-to-Swim structures meet their stated objectives.
- Convene workshops and planning sessions with relevant stakeholders (members and external parties) to develop strategies, monitor and evaluate programmes and seek funding to support such programmes.
- Is responsible for ensuring above structures integrate development programmes within the promotion of school aquatic sport
- Is responsible for liaising with persons responsible for aquatic sport in the Ugu and Sisonke districts, and providing ongoing feedback to the Executive about aquatics activities and aquatics management in these areas

### **4. Vice President – Competitive Athlete, Coaching and Technical Development**

- Chairs meetings in absence of the President, if so delegated

- Is responsible for ensuring that structures and persons responsible for the athlete competitive development, technical development and coaching development meet their stated objectives.
- Convene workshops and planning sessions with relevant stakeholders (members and external parties) to develop strategies, monitor and evaluate programmes and seek funding to support such athlete, coaching and technical programmes.
- Aligns the KZNA High Performance Strategy with the SSA and provincial Sports Academy strategies.
- Promotes all aquatic codes in the region with the assistance of Board Convenors or appointed co-ordinators for:
  - Swimming
  - Open Water
  - Synchronised Swimming
  - Water Polo
  - Diving
- Is responsible for liaising with persons responsible for aquatic sport in the Umgungundlovu district, and providing ongoing feedback to the Executive about aquatics activities and aquatics management in these areas

#### **5. Vice President – Local, Provincial and National Competitions, Squads and Teams**

- Chairs meetings in absence of the President, if so delegated
- Is responsible for ensuring that structures and persons responsible for the management of all KZNA sanctioned competitions, selection, management and programmes of squads and teams meet their stated objectives.
- Convene workshops and planning sessions with relevant stakeholders (members and external parties) to develop strategies, monitor and evaluate programmes and seek funding to support such activities and programmes.
- Is responsible for liaising with persons responsible for aquatic sport in the eThekweni Municipality, and providing ongoing feedback to the Executive about aquatics activities and aquatics management in these areas

#### **6. Vice President – Events**

- Chairs any meetings to plan the season or specific events. (Due to the nature of such events, other committees will be involved – thus the need for a Vice President to oversee and chair these planning meetings)
- Chairs meetings in absence of the President, if so delegated
- Responsible to timely alert KZNA to upcoming major events and ensure that planning is done long enough in advance
- Plan, coordinate and manage (during the event) these events on a project management basis:
  - SSA National Events
  - International Events
  - Oversight of KZNA Championships in liaison with appointed Board Convenor
  - Any other major event, e.g. fundraising drives
- Give regular reports to Exco
- Is responsible for liaising with persons responsible for aquatic sport in the Ilembe district, and providing ongoing feedback to the Executive about aquatics activities and aquatics management in these areas

#### **7. General Secretary**

- Chairs the Admin Committee
- Responsible for minutes of all General and Exco meetings
- Responsible to ensure that proper minutes are kept by secretaries of committees, sub committees and clubs

- Responsible for the following portfolios and must appoint coordinators for each:
  - KZNA Office – manned by the Administration Officer
  - Public Relations & Publicity
  - External Communication (Personally responsible)
  - Internal communication (Personally responsible)
  - Website
  - Publications
  - Records of athletes
  - Recordkeeping of valuable documents of KZNA (Personally responsible)

## **7. Deputy Secretary**

- Assists Secretary with all his/her responsibilities
- Share training and supervision workload with Secretary
- Keep minutes of General and Exco meetings in the absence of the Secretary
- Is responsible for oversight and management of club support and development activities within the province, liaises with the Club Development and Support Officer of the Development Council and Swim Board
- Provides reports of the above to the Exco

## **8. Treasurer**

- Chairs the Finance Committee
- Act as main trustee of funds of KZNA
- Responsible for proper financial recordkeeping of KZNA funds
- Responsible for Financial Statements
- Responsible to ensure that proper financial control measures are in place and adhered to.
- Must ensure that KZNA and clubs comply with all statutory requirements
- Must ensure clubs comply with KZNA constitutional requirements
- Responsible for asset register and its upkeep
- Responsible in Finance Committee for the following portfolios and must appoint coordinators for each:
  - Fundraising
  - Sponsorships
  - Catering
  - Clothing
  - Medals and trophies
- Must provide training to club treasurers where necessary
- Responsible to devise and implement an annual fundraising plan
- Specifically responsible to look at security around cash handling at events and galas

## **9. Records Officer**

- Responsible for the complete accuracy of the KZNA databases.
- Registration information including the times for transfers both in and out.
- Ensure that all records are updated after each swim meet.
- Ensure that all times are verified and the database is updated after each swim meet.
- Confirm and ratify all times swum by KZNA athletes outside the Province are incorporated into the KZNA database.
- Oversee all entries for KZNA teams and clubs for International, National or Provincial Tournaments.
- Supply the office with the athlete's names that have taken part in competitions that qualify for part or full senior or junior colours.
- Keep the Hytek systems up to date. (Team and Meet Manager)
- Ensure that at least two Hytek training courses are scheduled each year.

#### **10. Public Relations and Marketing Officer**

- Responsible for Marketing /Sponsorship and PR of KZN Aquatics.
- Works closely with the Executive to deliver the objectives of KZNA.
- Works with Executive in developing strategic direction of all aspects of Aquatics in the province.
- Develop a communication plan for the Strategy to actively promote Aquatics.
- Actively engage potential Sponsors and develop Marketing / PR packages for Sponsors.
- Engage and nurture current sponsors – liaise directly; regular feedback; Invites to relevant events that will benefit the Sponsor; ensure contractual agreements are adhered to; ensure the Brands are always correctly represented and not conflicting and Sponsors brands are always handled with respect.
- All media liaison – either directly or at least to have sight of any articles/ programmes (where possible) before being published.
- Collation and publication of KZNA Newsletter.
- Ensure the KZNA logo and intellectual property is maintained and adhered to on / in all marketing and promotional materials, media and kit/equipment.
- Work with the VP Events (LOC) at KZNA events regarding Branding, media and hospitality.
- Coordinate the kit and / or branding of the kit for KZN Aquatic teams.