



Role Specification: Sub-Committee Member

- Responsible to:** KCASA Sub-Committee Managers/Co-ordinators as appropriate
- Main purpose:** To attend sub-committee meetings and undertake tasks as suited to individual knowledge and skills. It is expected that all members of sub-committees will commit to a specific role such as minutes secretary, trophies/medals officer, discipline-specific coach, trainer, etc
- Skills required:**
- a knowledge and understanding of the KCASA, its role and rules, the disciplines promoted and their rules, regulations, guidelines, etc specific to sub-committee and the individual member's area of expertise
- Time commitment:**
- attendance at committee meetings (minimum 3 per year at 1-2 hours each)
 - additional time devoted to other tasks on an individual basis
- Key tasks:**
1. To attend regular sub-committee meetings
 2. To support the sub-committee manager/co-ordinator in their role
 3. To hold a specific role within the sub-committee and undertake tasks as agreed with the sub-committee manager/co-ordinator
 4. To promote Swim 21 accreditation
 5. To adhere to and promote the Amateur Swimming Association's Child Protection Policy
 6. To adhere to and promote KCASA rules, regulations and other policy statements
 7. Undertake any other tasks appropriate to this level of responsibility

