



Formed 1973 as Sale Sub-Aqua Club. Name change occurred circa 1980.

COMMITTEE ROLES V8

Trafford Sub Aqua Club
Committee Roles.

There are currently 8 roles
within Trafford Sub Aqua Club.
This document provides a basic
description of each of these
functions.

TSAC Committee

Acknowledgements: The committee would like to thank Richard Scarsbrook, Dave Godson & Steve Bettison for their kind contribution to Version 1 of this document.

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TSAC – Branch Chairperson (Elected by Full Branch Members)

Role of a Chairperson

The Chairperson plays an important role as leader and figurehead in the organisation and in all matters relating to the Branch's public image. The Chairperson's formal role is to chair Branch Committee meetings and the AGM. They are responsible for the conduct of the meetings through which the business of the Branch is transacted.

Attributes of a Chairperson

- Ideally be an experienced member of the Branch.
- Have knowledge of the club's inner workings.
- Be sensitive to the feelings of members.
- Timely response to communication.
- Have good management skills.
- Have good timekeeping skills.
- Speak clearly and succinctly.
- Be impartial and objective
- Be approachable.
- Be tactful.

Click [HERE](#) to email the TSAC Chairperson

TSAC – Branch Diving Officer (Elected by Full Branch Members)

Role of a Branch Diving Officer

The Diving Officer, in effect, is the Branch's Safety officer. They are responsible for ensuring all "Club Dives", are done safely. The Diving Officer needs to address any areas they feel don't meet the "safe diving" practice standards.

Attributes of a Branch Diving Officer

- Must have zest for the task, patience, sympathy and understanding.
- Ideally, they will also be a BSAC Nationally Qualified Instructor.
- Should hold at least the qualification of BSAC Advanced Diver
- Have a sound practical and theoretical knowledge of diving.
- Be able to impart their knowledge and ability to others.
- Enthusiasm and a desire to do things thoroughly.
- Good organisational skills.

Click [HERE](#) to email the TSAC Diving Officer

TSAC – Branch Treasurer (Elected by Full Branch Members)

Role of a Branch Treasurer

It is the Treasurer's responsibility to keep an up to date record of the Branch's income and expenditure; any funds that are used for the day to day running of the Branch. The Treasurer also keeps a record of the Branch's assets and ensures that equipment is adequately insured. The Treasurer is required to compile a "End of Year" report, which includes an "Income & Expenditure Sheet" plus a "Balance Sheet" – these are presented for approval at the Branch AGM.

Attributes of a Branch Treasurer

- It is desirable that a Branch Treasurer has some experience of financial accounting.
- Ability to plan and monitor income and expenditure and prepare annual budgets.
- Able to provide advice on the Branch's financial position on a regular basis.
- Ability to offer sound financial management advice to the Branch.

Click [HERE](#) to email the TSAC Treasurer

TSAC – Branch Secretary (Elected by Full Branch Members)

Role of a Branch Secretary

Takes correct and coherent minutes at all committee meetings and AGM, ensuring all minutes are published and circulated to the appropriate members within the Branch. The Secretary may at times be appointed by the Committee to gather Branch members' opinions on a given topic. In this instance, it is the Branch Secretary's role to collate the results on any votes and present them to the whole Committee at the next Committee meeting.

Attributes of a Branch Secretary

- Being computer literate is a clear advantage.
- Be able to take accurate notes of meetings.
- Be methodical, with a good eye for detail.
- Be well organised, with an orderly mind.
- Deal promptly with correspondence.

Click [HERE](#) to email the TSAC Secretary

TSAC – Training Officer (Appointed by the Diving Officer)

Role of a Training Officer

The Training Officer is responsible for all training within the Branch but will receive assistance and guidance from the Branch Diving Officer. They arrange classroom, pool and open water lessons, supervise the training to see that all is going well, and monitor the performance of the instructors and students. The Training Officer also ensures that correct records are kept of training given and tests passed by each student.

Attributes of a Branch Training Officer

- Ability to use computerised applications, to enable record keeping.
- Highly organised and able to keep complex records up to date.
- Good verbal and written communication skills.
- Good interpersonal skills.
- Good time keeping skills.

Click [HERE](#) to email the TSAC Training Officer

TSAC – Branch Equipment Officer (Appointed by the Branch Diving Officer)

Role of a Branch Equipment Officer

Main responsibility is to ensure all equipment and kit is maintained and serviced as per manufacturer recommendations. They also need to track and record the whereabouts of all equipment, thus enabling easy access for the Branch. The Equipment Officer will work hand in hand with dive managers to ensure all kit is made available, as and when needed.

Attributes of a Branch Equipment Officer

- Preferably, have a certain amount of maintenance skills.
- Good paperwork skills, to keep track of TSAC kit.
- Ability to suggest improvements or changes.
- Ability to work on the RHIBs unsupervised.
- Good communication skills.
- Approachable and friendly.

Click [HERE](#) to email the TSAC Equipment Officer

TSAC – Branch Membership Secretary (Appointed by the Branch Treasurer)

Role of a Branch Membership Secretary

The Membership Secretary works alongside the Treasurer for the calling in and collection of all debts and subscriptions from Branch members. The Membership Secretary also ensures that each of our members is diving under a valid BSAC medical certificate, acts as point of contact for any new membership enquiries, and deals with any membership queries from current members. The Membership Secretary liaises with BSAC HQ, with regards to membership renewals.

Attributes of a Branch Membership Secretary

- Able to keep paperwork up to date for all members within the club.
- Ability to communicate via email and telephone.
- Good verbal and written communication skills.
- Confident, with good leadership skills.
- Reasonable level of availability.
- Able to respect confidentiality.
- Approachable and friendly.

Click [HERE](#) to email the TSAC Membership Secretary

TSAC – Branch Social Secretary (Appointed by the Branch Secretary)

Role of a Branch Social Secretary

The Social Secretary is responsible for organising social events for the Branch throughout the year. They are responsible, in conjunction with the other Committee members, for organising the Branch's main social events, ensuring all events are promoted to all Branch members.

Attributes of a Branch Social Secretary

- Ability to organise and coordinate bookings and manage attendance at events.
- To have a knowledge of the Branch membership and diversity.
- To be approachable and flexible with arrangements.
- Have good Interpersonal skills.
- Good organisational skills.

Click [HERE](#) to email the TSAC Social Secretary

TSAC – Branch Information Officer (Appointed by the Branch Secretary)

Role of an Information Officer

The Information Officer is responsible for maintaining and updating the branches social media platforms. It is suggested they also keep the branches website up to date with club news, usually the same info posted on the social media platforms. One of their main roles is to ensure the club is promoted as an active and lively club. Any active and lively club attracts new members

Attributes of an Information Officer

- Able to extract information from club members with a goal to publicising trips and events.
- Is self-driven and able to identify opportunities to promote the club.
- Has knowledge of multiple social media platforms.
- Have good Interpersonal skills.
- Good organisational skills.
- Good overall I.T. Skills

Click [HERE](#) to email the TSAC Information Officer