



Volunteer Role Description – Club Representative x 2 (North & South)

The Club Representative will be a point of contact for the Wheelchair Curling Clubs in your area, areas will be decided annually by the SWCA Management Committee. As the Club Representative you will be in a position to pass to the committee ideas and suggestions to improve the profile of the SWCA in your area.

As a Committee Member, you won't have an area of specific responsibility, but you'll be there to add all-important strength and depth to a committee. You will have ideas and be able to assist other members of the committee where appropriate, either with specific projects or at events as required.

Term of Office 2 Years (maximum of 3 terms)

Responsible to SWCA Membership

Selection Process Full Members may submit nominations 7 days prior to the AGM. If there is more than one nominee for office then a ballot shall be held.

The Club Representatives will be elected in odd years.

Purpose

- To liaise with each club and its members before each meeting and submit report at each meeting
- Assist other members of the Committee where appropriate, wither with specific projects or events
- Represent the Clubs and Members from area.
- To be aware of current issues that might affect the organisation.
- Increase awareness and participation of wheelchair curling

Qualities/Skills

- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of the Management Committee.
- Supportive and Encouraging

Expenses Reasonable travel expenses may be claimed for travel to meetings/events

Time Commitment

- Approximately 10 SWCA Committee Meetings per year
- 4 Competitions per year
- Agreed external meetings and events
- A minimum of 2 hrs per week, more at peak times around events in the season