



British Universities Life Saving Clubs' Association

Committee Roles

This document contains the BULSCA Constitutional requirements for each committee position followed by the committee's brief overview of what they feel are the practicalities of their role.

Chair

The Chair must be eligible to compete for a member institution under section 5.2 for their entire period of office.

The Chair shall:

- Act as the BULSCA representative to the RLSS and other interested bodies.
- Act as a point of contact for BULSCA.
- Be responsible for interpreting the BULSCA constitution.
- Take other tasks as dictated by the needs of the job.

Dom Robertson:

Oversee and help the BULSCA Committee with their roles, to be the spokesperson and figurehead for the organisation. Ultimately the chair has overall responsibility of the success or failure of the association and is entirely accountable for the actions of themselves and their committee whilst representing BULSCA and expressing its views.

Secretary

The Secretary shall:

- Take minutes at BULSCA meetings.
- Be responsible for maintaining email lists for the Association.
- Undertake other tasks as dictated by the needs of the job.
- Keep a list of current members and their contact details.

Steve Tedds:

Organise and inform BULSCA of committee and general meetings; compile agendas and take minutes at BULSCA meetings. Ensure that all BULSCA documents are kept up to date and made readily available for consultation (e.g. competition manual). Assist other committee members with any issues they may have and help them carry out and implement their tasks. To coordinate BULSCA articles for the Lifesavers magazine. Keep club and judge details up to date (including email lists).

Treasurer

The Treasurer shall:

- Oversee the financial management of BULSCA.
- Submit a financial report to the BULSCA AGM.
- Undertake other tasks as dictated by the needs of the job.

Alan Sutherland:

Keep the accounts, organise BULSCA affiliation, and assist with the budget for the Championships and other BULSCA projects (e.g. coaches, judges' courses, training camps). Ensure the BULSCA financial policy is adhered to and updated as required. Produce brief quarterly reports to the BULSCA General Committee on BULSCA's financial position. Accept and assess grant applications



submitted to BULSCA and submit subsequent recommendations to the committee. Investigate any appeals under the BULSCA Disciplinary Policy and submit recommendations to the BULSCA Chair.

Club Development Officer

The Club Development Officer shall:

- Assist new and existing clubs in developing their club.
- Undertake other tasks as dictated by the needs of the job.

Lauren Dyson:

Encourage potential new clubs to be set up by providing information and offering assistance to individuals with the potential to set up a club. Assist new, small and struggling clubs to develop and help with any issues that arise, including the development of Scottish clubs and the BULSCA Scottish League. Produce documents that aid this development (e.g. presentations and frequently asked questions).

Sport Development Officer

The Sport Development Officer shall:

- Assist clubs in the development and training of the sport.
- Advise BULSCA on the development of Lifesaving as a sport.
- Collate the league table in line with current regulations.
- Hold and update Student Records.
- Undertake other tasks as dictated by the needs of the job.

Nick Farmer:

Develop and implement all facets surrounding and relating to lifesaving sport with new and existing BULSCA clubs. To increase the number of Universities represented at the BULSCA League, BULSCA Championships and National Speed competitions. Liaise with RLSS, SLSGB and any other organisation to help promote the sport of lifesaving within the University community.

Webmaster

The Webmaster shall:

- Ensure that the website is kept up to date.
- Undertake other tasks as dictated by the needs of the job.

Oliver Coleman:

Ensure that the website is kept up to date, including resources, sections dedicated to BULSCA supported events and the BULSCA Leagues. Maintain and develop the online entry system for BULSCA Competitions, including website support for BULSCA clubs (and other individuals that wish to use the system). Develop the website so that it continues to be a valuable asset of the organisation.

Championships Co-ordinator

The Championships Co-ordinator shall:

- Be responsible for the organisation of an annual BULSCA Championship.
- Undertake other tasks as directed by the needs of the job.

Helen Killingley:

Coordinate the organisation of the upcoming Championships with the support of the BULSCA committee, and book pool facility hire for the subsequent Championships.