

ASAJ ADMINISTRATIVE COMMITTEES MISSION AND RESPONSIBILITIES

For the Swimming, Synchronized Swimming and Water Polo Technical, Competition, and Selection Committees, please see a separate Job Description.

The following is a description of the mission and responsibilities of the Standing Committees approved by the ASAJ Council.

1. Administration and Finance Committee

Mission: *To provide administrative support and financial control for all ASAJ activities.*

Chairperson: ASAJ Treasurer (Chairman)

Membership: ASAJ Assistant Secretary/Treasurer and at least four other members.

Administrative Responsibilities:

1. Handle all incoming and outgoing correspondence
2. Maintain the ASAJ Member Register
3. Monitor and maintain all ASAJ Competition results and records
4. Provide pre and post ASAJ competition administrative support
5. Maintain the ASAJ Office
6. Under the direction of the Secretary, file Company returns and other reports
7. To promulgate and publish up to date report for Council and the ASAJ website

Financial Responsibilities:

1. Comply with ASAJ Finance Policy and Procedures
2. Develop and track ASAJ budgets
3. Prepare reports for ASAJ Council Meetings
4. Maintain ASAJ accounts
5. Conduct audits as necessary
6. Pay FINA, UANA and CCCAN Fees when due
7. Manage ASAJ funds

2. ASAJ Awards Committee

Mission: *To Plan and Organize an annual ASAJ Awards Ceremony.*

Responsibilities:

1. To plan and organize an annual awards ceremony presenting awards defined in the ASAJ Awards Criteria
2. To coordinate with the appropriate Committee Chairs the selection of the awardees
3. To ensure the timely distribution of all medals/awards at ASAJ Meets.

3. ASAJ Communications Committee

Mission: *To establish and maintain ASAJ Communication media*

Responsibilities:

1. To develop and maintain an email address database for ASAJ Members
2. To develop and publish a monthly electronic news letter
3. To develop and maintain communication accounts such as Facebook and Twitter
4. To assist with the maintenance of the ASAJ website
5. Maintain the ASAJ library

4. Facility Management Committee

Mission: *To ensure that the facilities operating under the umbrella of the ASAJ are efficiently managed according to ASAJ and GOJ Regulations, and where possible provide support and guidance for the development of new aquatic facilities.*

Responsibilities:

1. To coordinate with Independence Parks Limited, as necessary;
2. To develop and implement an effective facility management programme for the National Stadium and Bournemouth Bath Pools, to include:
 - a. Safety programme
 - b. Effective revenue management
 - c. Effective cost management
 - d.
3. With IPL and other appropriate organizations, develop and implement an appropriate repair plan for the National Stadium Pool, to include:
 - a. Leaking pipes
 - b. Filtration system
4. To develop, implement then provide ongoing oversight of a facility preventative maintenance programme, to include:
 - a. Water sanitization;
 - b. Facility preventative maintenance
5. To develop plans for improving the pool facilities managed by the ASAJ
6. To develop a generic pool facility plan for three types of 25 M pool facilities: 4, 6 and 8 lanes.

5. Marketing Committee

Mission: *To develop an aquatics brand and marketing plan that will increase recognition of the sport and generate increased levels of participation, public interest and revenue.*

Responsibilities:

1. To develop an aquatics brand
2. To develop and implement a Marketing plan for the Federation
3. To promote the aquatic disciplines sanctioned by Council
4. To promote the activities and interests of the Federation
5. Promote the performances of the athletes
6. To increase revenue for the Federation, through:
 - a. Sponsorships
 - b. Events
 - c. Increases gate receipts
 - d. Increased membership

6. Education Committee

Mission: To assist in the development of the aquatics sports by educating the Federations members

Responsibilities:

1. To develop and implement a Club Leadership education programme
2. To develop and implement a Parent education programme
3. To develop and implement an education programme for media personnel
4. To support the Coaches development programme of each Technical Committee
5. To support the Judges development programme of each Competitions Committee
6. To support the education programme developed by the Medical and Anti-Doping Committee

7. Medical and Anti-Doping Committee

Mission: To provide superior legal and medical support and guidance for Jamaica's aquatics programme

Members: At least two lawyers and two doctors

Responsibilities:

1. To keep up to date on sports medicine news, particularly issues relevant to the aquatics sports and FINA
2. To be knowledgeable on the WADA / JADCO anti-doping rules and regulations
3. To develop and implement an appropriate legal and medical support programme for the Federation's National Teams
4. To guide the Federation Leadership on legal and medical related matters
5. To develop and implement, with support from the Education Committee, an appropriate education program

8. Volunteer Committee

Mission: *To develop and maintain a volunteer recruitment, support and recognition program.*

Responsibilities:

1. To recruit volunteers for all ASAJ activities and jobs
2. To develop a volunteer support system
3. To develop a volunteer recognition programme
4. To develop volunteer material for the ASAJ website