**Terms of Reference for Waiting List Convener**

The Club Waiting List Convener’s primary role is to ensure that the waiting list is harmonized with available teaching capacity within the Club in order to ensure best use of sessions and minimum waiting list times.

Main functions are:

* Act as first point of contact for all Club membership enquiries.
* Maintain a waiting list (either hard copy or spreadsheet) with full contact details for each child’s parent/carer.
* Liaise with senior coaches for each session and attempt to make up any shortfall in numbers from the waiting list should swimmers of the appropriate ability be available.
* Other general administrative duties as required in support of the Committee

The Waiting List Convener shall normally remain in post for two years.