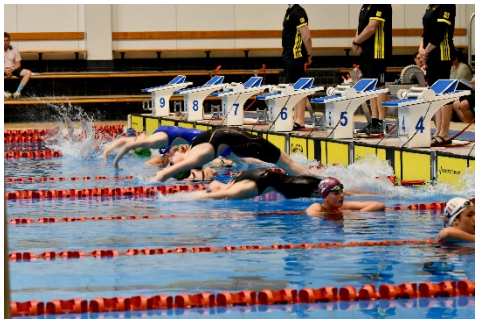
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'A connected and sustainable swimming community where everyone thrives'





Swimming Wellington Board Member

Position Description – November 2026

This document is a position description for Board members of Swimming Wellington. It has been prepared as part of the Swimming Wellington process to recruit two new Board members. The document contains information about:

- Swimming Wellington.
- The purpose and role of the Swimming Wellington Board.
- Current and future developments for swimming and sports in New Zealand, and the challenges and opportunities those developments create.
- The skills and experience we are looking for in Swimming Wellington Board members.

About Swimming Wellington

Swimming Wellington is the regional association for competitive swimming in the Wellington and Wairarapa regions, whose current purpose is to lead, support and provide opportunities for the development of swimming in the region, resulting in more people taking part and reaching their potential.

Swimming Wellington is a member of Swimming New Zealand, the National Sports Organisation for competitive pool and open water swimming in New Zealand.

Through its membership of Aquatics New Zealand, Swimming New Zealand is affiliated to World Aquatics and the NZ Olympic Committee (NZOC). Swimming New Zealand also has an active role in the promotion of water safety, learn to swim, education and certification of swimming instructors and swim schools. Swimming New Zealand is a core member of Water Safety New Zealand.

Swimming Wellington vision and the way we work

Swimming Wellington's vision is:

- **A connected and sustainable swimming community where everyone thrives**

Thanks to our supporters - we couldn't do it without you

Swimming Wellington Strategic Plan

The Swimming Wellington year strategic plan centres around our vision and has three main focus areas.

1. People – Our swimming community is connected, inclusive and collaborative
    - Club and Member alignment and connection
    - Strong internal and external relationships
2. Engagement – There is a continual growth in participation, supported by clear accessible pathways for our swimming community at all levels.
    - Grow Club participation – Recruit & Retain
    - Defined Member pathways
    - Provide quality member-focussed events and experiences
3. Governance – Swimming Wellington operates with excellence, sustainability and impact.
    - Decision making and direction is based on engagement and data, and is communicated well
    - Delivery is long term and member focussed, with impactful community leadership

About the Swimming Wellington Board

The Swimming Wellington Board oversees and provides guidance and decisions for the Swimming Wellington Chief Executive Officer (CEO), to ensure the organisation is well managed. The Board also engages with member clubs, officials, volunteers and coaches.

The Swimming Wellington Board is made up of six members. There are currently two vacancies.

The Board's formal role is set out in the Swimming Wellington Constitution.

The Board is responsible for:

- governing and monitoring the performance of Swimming Wellington, including its financial performance,
- setting and monitoring Swimming Wellington's strategic direction and plan,
- developing and reviewing policies and procedures that support the effective operation of competitive swimming,
- collaborating with Swimming New Zealand and other regions to leverage and share resources
- engaging with our member clubs to understand their needs and the needs of their swimmers and volunteers, and to understand their initiatives for developing and growing swimming in our region using a locally led approach.

The Board provides insight and advice to support the CEO, who is responsible, along with the Events Manager ,for the day-to-day operational running of Swimming Wellington and the activities required for Swimming Wellington to meet its short term and long-term goals.

Current and future developments, challenges and opportunities

Swimming is popular amongst all ages for competitive, recreational or health/exercise reasons, with numbers growing in recreational, Masters and open water swimming. However, like many organised sports, competitive participation has reduced in recent years. Similarly, like many other organised sports, there is the emerging challenge of keeping young people, particularly rangatahi (young people 12-18 years), involved in sport because we know sport and keeping active contribute to their overall wellbeing. As recognised by Sport New Zealand, physical activity contributes to wellbeing through:

- Improved physical and mental health
- Creation of social connections
- Reflection of cultural identity
- Improved knowledge and skills
- Aspiration.

One of the major challenges we face in growing the sport of swimming is making competitive swimming an accessible, exciting, and fun experience for swimmers. Sport New Zealand recently identified that 76% of our tamariki (children 5-11 years) and rangatahi participate in sport for fun. Focusing on determinants of fun in our sport will be crucial for addressing the challenge of keeping our tamariki and rangatahi involved in the sport of swimming.

Fun isn't just important for our swimmers. Like many sports, swimming relies on the time and energy of coaches and volunteers. We know we need to work hard to make those roles fun, exciting and rewarding so people are encouraged and happy to give their time in vital volunteer roles.

These challenges by their nature generate opportunities to:

- make swimming an increasingly relevant foundation skill, setting participants up for a lifetime's involvement in physical activity
- work to ensure swimming is accessible to all people in the Wellington region
- working collaboratively with other aquatic-related sports to build a strong base of aquatic-related activities available for tamariki, rangatahi and adults to keep them engaged and involved in a range of aquatic-related activities
- encourage and support swimmers to participate at and be recognised for the level that challenges and excites them
- support development of club boards, coaches, and volunteers
- work with Swimming New Zealand and other regions to identify best practice, opportunities for collaboration, and be efficient and effective in what we do
- put in place the structures and processes to ensure Swimming Wellington is financially stable and able to invest in initiatives to support future growth of the sport.

Skills, experience and knowledge required from Swimming Wellington Board members

The Board requires a diverse cross section of skills, experience and knowledge.

Swimming Wellington aims to have the following key skills covered amongst Board members:

- Sport development systems
- Marketing, promotion, stakeholder engagement and communications
- Strategic planning
- Financial planning and performance
- Fundraising and Sponsorship
- Governance, legal and policy development

We welcome a range of skills and experience that can help us deliver our strategic direction to ensure the organisation remains relevant and aligned to the needs of the participants and swimming community, now and in the future.

An interest in, or experience with swimming is helpful. Of greater significance is the skill sets required to build a proactive and high performing sporting organisation.

General personal attributes and skills required of all Board members include:

Teamwork: good intra-personal and interpersonal skills to ensure trust is spread throughout the swimming community, participate actively and harmoniously, build collaborative relationships with stakeholders, respect and value the contributions of others

Leadership: the ability to sell the shared vision of Swimming Wellington and bring people along on the journey to achieve the strategic aims of the organisation

Strategic thinking: ability to think ahead to long term strategic development, and balance that with ensuring shorter term success and viability

Decision making and good judgment: ability to identify and consider all relevant information in order to exercise good judgment and make decisions

Honesty and integrity: demonstrate and live Swimming Wellington's values

Analytical: able to understand and interpret financial reports and identify opportunities for growth and improvement

Term

The term of Board members appointed by the Board is from the date of appointment until the third annual general meeting after the appointment. Board members are entitled to stand for re-election for up to two further terms after the initial term.

Diversity

The Board recognises diversity amongst Board members is crucial to the Board's role. The Board strongly encourages applications from individuals with a diverse range of skills, education, ethnicity, gender, age, sexual orientation, cultural background, family responsibilities, physical abilities, and beliefs.

Time commitment

The Board meets approximately every 6 weeks for 2 hours. Effective Board discussions rely on Board Members reading the Board materials before the meetings.

From time to time the Board will meet out of session to work on strategic matters and to address any urgent issues. Board members are also encouraged to attend 1-2 meetings of 2-3 member clubs each year and liaise with those club's senior officers to ensure clear communication channels are available for the benefit of the member club and the Board.

Board members are also encouraged to contribute out-of-Board meeting time with Swimming Wellington employed or contracted staff where the Board member's skills and experience would lead to better and/or more efficient outcomes.

Background links

- Strategic priorities framework
- Constitution
- Annual report & financial statements
- SNZ Member Protection Policy Manual
- Swimming Wellington website
- Swimming Wellington Facebook page

- Swimming Wellington Instagram page
- Swimming NZ website
- Swimming NZ Facebook page
- Swimming NZ Instagram page