

Appendix 3 (c)



Affiliated Club

JOB DESCRIPTION: CLUB CHAIRPERSON

JOB TITLE: Chairperson

PURPOSE: The club chairman is the principal officer of the club who has a passion for the sport and a good knowledge of aquatics.

RESPONSIBLE TO: Management Committee (Chairman, Secretary, Treasurer, Head Coach).

SKILLS REQUIRED:

- Impartial
- Approachable, diplomatic, and helpful
- Good communicator, with strong leadership skills and experience in leading a group.
- Tact and Discretion
- Reliable
- Good organisational skills
- IT skills necessary

MAIN DUTIES

1. Responsible for overall running of Club providing direction and leadership, dealing with issues as and when they arise.
2. To preserve order at committee meetings and set the agenda to support the development of the club.
3. To oversee decisions made and take care that the proceedings are conducted in a proper manner.
4. To prepare and present the annual at the AGM.
5. To Promote and Publicise, in a positive way all aspects of the Club.
6. To ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and Swim England law and UK law.
7. To attend external meetings on club behalf and communicate information to committee.

Signatures: Officer _____ Date: _____

Treasurer _____ Date: _____

Secretary _____ Date: _____