

WANTAGE WHITE HORSE SWIMMING CLUB

Role Title: Chairperson

Objective/Purpose of Role:

The Chairperson is responsible for the overall running of the Club with the assistance of the Vice Chair, Treasurer and Secretary during his/her period of office. The Chairperson will be responsible for the implementation of good practice and child protection policies within the club and aid to promote the club to its full potential.

Skills:

Good communicator and motivator
Highly organised, with the ability to delegate
Approachable and available to Members
Understanding and knowledge of Aquatics

Responsibilities/Activities

- To chair and control the meetings of the Executive Committee, in particular:
 - To ensure that the proceedings are conducted in a proper manner
 - To ensure that the sense of the meeting is properly ascertained
 - To consult with the Secretary on the content of the agenda and minutes of Meetings
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the Executive Management and sub committees
- Oversee the work of officers and other club personnel
- In conjunction with the Secretary and Treasurer present the annual accounts and reports at the AGM
- Keep up to date on ASA laws, regional rules and club constitution
- Represent the club at official functions and external meetings as and when required
- Ensure that statutory documents and other returns are filed on time
- In conjunction with the Executive Committee, advise the Treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee. Abide by and promote all club policies.
- Follow and promote the ASA Child Protection policy.

Typically includes Liaising With:

Treasurer, Secretary, Welfare Officer, Executive Committee
Swim 21 Coordinator, Head Coach

Indication of personal time spent performing task.

4 hours per week