

CLUB CHAIRPERSON

The Chairperson of a club is seen to be a figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership within the club, in consultation with other committee members. From time to time, the Chairperson will be required to pass on messages deemed unpalatable or undesirable by Club members collectively or individually and therefore requires a level of moral courage

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and the Club
- Well-organised and able to delegate
- Ability to control meetings
- Confident at public speaking
- Comfortable with decision making processes
- A sound understanding of risk and issue management
- Tact and discretion when handling sensitive matters
- Fully conversant with Microsoft Office or similar products
- Good organisational and administrative skills
- DBS clearance (Essential)
- Safeguarding and Protecting Children CPD (Essential)
- Time to Listen CPD (Desirable)

Main Duties

- To chair and control the meetings of the Club Executive Management Committee
- To chair and control the meetings of the Club Committee
- To be involved, where appropriate, in the coordination of all club activities
- To appoint sub-committees and working groups as required

- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club personnel, ensuring that policies and procedures are complied with
- To maintain full liaison through weekly meetings with the Head Coach, feeding back to the Executive and Club Committees as required
- To agree performance targets and outcomes with the Head Coach for all swimming groups
- To annually agree the individual performance objectives for the Head Coach
- Represent the Club in all non-routine matters with the Gateshead Metropolitan Borough Council
- Represent the Club in matters with the Northumberland and Durham Swimming Association (N&DSA)
- Attend N&DSA Annual Council meetings, representing the Club's interests where necessary
- To ensure **ALL** Club activities have a suitable risk assessment conducted and all risks and issues are managed
- To approve all Club risk assessments
- In conjunction with the secretary develop and present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- 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
- Act as the lead responsible Club officer for matters pertaining to Swim 21 and ensure that the annual submission is made on time to maintain full accreditation
- Appoint members to disciplinary panels as required
- Dealing with all other issues as and when they arise plus club requirements i.e. events and club management meetings

Commitment

- It is expected that the Chairperson will be required to commit 10-20 hours per week for routing matters within the Club



Benefits to Self

- An extremely rewarding role within the Club
- A driving force to ensuring a safe and well-managed club

