

# CLUB CHAIRPERSON

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## **Role**

To ensure that the club is run efficiently and is able to respond to issues arising from sources such as the ASA, region and County, and pool management which affect club policies.

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## **Skills**

- Approachable
  - Enthusiastic with a good knowledge of the sport and club
  - Well organised and able to delegate
  - Ability to control meetings
  - Confident at public speaking
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## **Main Duties**

- To chair and control the meetings of the management committee
  - To be involved, where appropriate, in the coordination of all club activities
  - Organise response to decisions made by pool management, ASA, Swim NW, and Cheshire County Swimming Association.
  - Oversee the work of committee members & coaches
  - In conjunction with the secretary present the annual report at AGM
  - In conjunction with the treasurer present the annual accounts at AGM
  - 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 members of the executive committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the executive committee
  - To liaise, with the Club Swim Captain, with the coaches provided by the two pool managements
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## **Commitment**

Dealing with issues as and when they arise plus acting as the club representative at events and club meetings

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