

Job Description

Job title: Chairperson

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1. To chair and control the meetings of the Executive Committee.
2. To oversee, where appropriate, the coordination of all club activities.
3. In conjunction with the Club Secretary and Treasurer present the annual accounts and reports at the AGM.
4. Liaise with club officers to ensure that statutory documents and other club policies are adhered to.
5. Keep up to date on ASA laws, regional rules and club constitution.
6. Represent the Club at official functions as required and previously agreed upon.
7. Represent the club at external meetings as and when required.
8. Liaise with the Vice Chair to ensure continuity of duties when the Chairperson is away.
9. Responsible for the management of the Chief Coach in accordance with the Chief Coach contract of employment.
10. Liaise with the Club Secretary, Welfare Officer and Treasurer on the Management Sub Team.
11. Follow the ASA Code of Ethics Conduct of Meetings guidance.
12. May be called upon to be part of a Disciplinary discussion as per the Clubs Disciplinary Procedure.
13. To follow and promote the ASA Child Protection Policy.

Requirements:

The ideal applicant will have good organisational and communication skills. Be available and approachable by the clubs membership. Knowledge and Understanding of Aquatics.

Reporting to:

The Swindon Dolphin Executive Committee.

Appointed by:

Nominated by the Swindon Dolphin Membership at the clubs AGM as per the Swindon Dolphin Constitution.