



## Chairperson

### ROLE

The Chairperson of a Club is seen to be a figure head, ambassador and a Principal Officer for the 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.

### SKILLS

- Enthusiastic with a good knowledge of the club and its financial position
- A knowledge and understanding of aquatics
- Leadership and management skills
- Able to represent the club at external meetings
- Confident in public speaking
- Able to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views
- Well-informed about agendas of meetings and the items to be covered
- Ability to ensure that all business at meetings is completed and that all decisions are understood and recorded
- A good communicator, and is approachable, clear and concise

### MAIN DUTIES

- To provide direction for the club with effective leadership and management
- To chair and control meetings of the management committee
- To act as Principal Officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with club secretary. To present the club's annual accounts in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds

### COMMITMENT

Will need to attend all club meetings, and could include attendance at meetings with the Local Authority, pool operators, and ASA County and County Sports Partnership staff. In addition, there will be other time commitments to fulfil the above criteria.

## BENEFITS TO SELF

To be able to use all of their knowledge/experience in all aspects to provide good and safe leadership to the club.