



ROLE DESCRIPTION FOR CLUB CHAIRPERSON

ROLE OF THE 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.

DUTIES OF A CLUB CHAIRPERSON:

- To provide direction for the club by 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 the 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/TIME FOR THE ROLE

The actual hours required will include attendance at 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.

SKILLS AND QUALITIES REQUIRED

- 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 meeting 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

The following are deemed to be essential items for a Chairperson to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports, and to store and record information
- Filing system to record all letters and correspondence
- Notebooks for meetings
- Annual diary
- Club headed stationery
- Telephone with access to an answer phone facility