



Vice-President

Role Description

Aims and Objectives

- The objective of the role is to assist the effective general management of the club.
- To support the activities of the Silver City Blues (Masters) Swimming Club and contribute to its development.
- The Vice-President will also be expected to represent the club and liaise with partners, members and the media.

Duties and Responsibilities

- To assist the overall co-ordination and development of the club.
- To chair the General Committee, Extraordinary and General Meeting in the Absence of the club president.
- To ensure the club has up to date policies, such as Child Protection, Discipline procedures, etc.
- To play an active role in decision making.
- To support and encourage the work of all involved by delegating responsibility/tasks.
- To handle complaints appropriately.
- To ensure an effective, safe environment for all.
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships
- To work closely with the Officers of the club to ensure effective management of the club

Signed.....



Date.....

SCB
January 2016
Revision 1

SCOTTISH *swimming*
everyone can swim!