

Role Descriptor President

PURPOSE

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

MAIN FUNCTIONS AND DUTIES

- Oversee and guide all decisions taken by the management committee.
- Prepare and present an annual report to the AGM.
- Liaise with the secretary on the agenda for each meeting and review the minutes before they are finalised.
- Be completely familiar with the Constitution, Club rules, committee procedures and the Scottish Swimming rules and regulations.
- Liaise with the Treasurer to ensure effective financial management of the Club.
- Help to prepare and submit any statutory documents that are required.
- To chair the committee meetings and the AGM.
- To support and encourage the work of committee members and volunteers.
- Provide backup and support for all other committee positions.
- Approve payments from the club bank account.
- To handle complaints appropriately.
- To ensure an effective, safe environment for all.
- Other tasks that may also be delegated:
 - Represent the club at meetings of Scottish Swimming and local swimming fora.
 - To promote and organise training where required.
 - Provide information on competitions relevant to the club members.
 - Co-ordinate the entry of relay events at Masters competition.
 - Co-ordinate entries for competitions where a club entry is required.
 - To provide line management for head coach.
 - Maintain attendance records for training sessions.
 - Communicate information to club members as necessary.
- Allocate tasks to committee members and volunteers other than those specified in role descriptors.

SKILLS / ATTRIBUTES

- Enthusiasm

- Good listener
- Diplomacy
- Good communication skills
- Well organised
- Prepared to make a regular time commitment
- Decisive
- Confident at some public speaking and keeping order during meetings
- Able to maintain confidentiality.

REQUIREMENTS

- Be a member of Scottish Swimming
- Attend appropriate training
- Adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- National Chairs meetings and local club forums
- Volunteer Management workshops, SS Connect

TIME COMMITMENT

Approximately 15-20 hours per month