

Role Descriptor Vice-President

PURPOSE

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

MAIN FUNCTIONS AND DUTIES

- To stand in for the President in their absence
- Support the President by working closely with them and accepting any delegated tasks including, but not limited to:
 - 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 promote and organise training where required.
 - Provide information on competitions relevant to the club members.
 - Co-ordinate the entry of relay events.
 - To provide line management for coaches.
 - To support and encourage the work of committee members and volunteers.
 - Allocate tasks to committee members and volunteers other than those specified in role descriptors.
 - Represent the club at meetings of Scottish Swimming and local swimming fora.
 - To handle complaints appropriately.
 - Other tasks as required and not covered above.

SKILLS / ATTRIBUTES

- Enthusiastic
- Good listener, good communication skills
- Diplomacy skills
- Well organised
- Decisive
- Confident at some public speaking and keeping order during meetings
- Prepared to make a regular time commitment

REQUIREMENTS

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

TRAINING AND SUPPORT

- Volunteer Management workshops, SS Connect

TIME COMMITMENT

Approximately 10-15 hours per month