



# PERTH CITY SWIM CLUB

## President

### Role Descriptor

#### **Responsible to:**

Management Committee and all Club Members.

#### **Aims & Objectives:**

- To represent Perth City Swim Club in a professional manner.
- To liaise with partners, members and the media.
- To ensure the effective general management of the club
- To manage paid and voluntary personnel

#### **Duties & Responsibilities:**

- To chair Committee Meetings, the AGM and any EGM's in compliance with SASA byelaws.
- To represent the Club at SASA AGM, EGM and any special meetings.
- To represent the Club at any sports related meetings e.g. Local Authority, Regional or Invitational event.
- To provide guidance on the running of the club and lead on the Club's Development Plans, ensuring up to date policies such as Child Protection, Discipline and Complaints procedures etc.
- To support and encourage the work of all involved in the Club.
- To handle complaints appropriately
- To ensure an effective and safe environment for all.
- To promote the opportunities for training to all Club members as appropriate.
- To establish, maintain and develop effective working relationships with Scottish Swimming, local authority, other clubs and partners as required.
- To work closely with the Treasurer to ensure effective financial management of the club.



# PERTH CITY SWIM CLUB

## **Vice President**

### **Role Descriptor**

The role of the Vice President is to assume the Chair's position in their absence. When assuming this role the Vice President takes on the duties & responsibilities of the President and works towards achievement of the Aims and Objectives of that role.

Additionally the Vice President offers support and advice to the President and undertakes any delegated duties as per agreement within the Management Committee.