



## **CLUB CHAIRPERSON**

### **Role**

To be the public face of the club and to co-ordinate internal and external activities

### **Main Duties**

- To chair and control the meetings of the committee
- To be involved, where appropriate, in the co-ordination of all club activities
- Oversee decisions made by the committee and any sub-committees
- To liaise with the Head Coach on swimming matters and quality opportunities for competition
- Keep up-to-date on ASA laws, regional rules and club constitution; inform the committee and Head Coach as required
- In conjunction with the Secretary, present the annual report
- In conjunction with the Treasurer present the annual accounts
- Consult with the Secretary on the content of the agenda and minutes of meetings
- Ensure that statutory documents and other returns are filed on time
- To liaise with the Treasurer and Business Manager on the use and investment of club funds
- Develop links and co-operation with other local swimming clubs and external bodies for mutual benefit and development
- In conjunction with the sponsorship/funding co-ordinator develop potential funding/sponsorship opportunities
- Represent the club at external meetings, committees and functions as required; take part in club functions as required.
- Report to and consult with the committee with regard to any decisions to be taken; ensure that any policy decisions are ratified by the committee

Please see the club website for links to resources to help you carry out your role.

**All volunteers are expected to uphold club policies, especially the child protection policy**