



## Role Description: Chairperson

### Role of Chairperson

The Chairperson of the club is seen to be an ambassador and a principal officer for the club. The Chairperson will chair and lead meetings within the club, lead the executive, and be responsible for key decision making and leadership within the club, in consultation with other committee members. Duties of Chairperson

- To provide direction for the club through effective leadership and management
  - To chair and control meetings of the club committee
  - To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
  - To represent the club at external meetings and events when required
  - To be involved, where appropriate, in the co-ordination of club activities
  - To manage and oversee the work of officers and other club personnel
  - To present the club's annual report, in association with the club secretary
  - To present the club's annual accounts, in association with the club treasurer
  - To determine the content and agenda for club meetings, in association with club secretary
  - To ensure that club statutory documents and other returns are administered and filed on time
  - To advise the treasurer on the use and investment of club funds
- Time Commitments Will vary, but will include attendance at club meetings, and could include attendance at meetings with the Local Authority, pool operators, and Swim England County and County Sports Partnership staff. In addition, there will be other time commitments to fulfil the above criteria