

Constitution Checker

Person specification

- Knowledge, understanding and experience of how swimming and/or other aquatic discipline clubs are managed.
- Desirable to have knowledge and understanding of the Swim England club constitution. However if not, candidates should have a willingness to familiarise self with the Swim England Model Constitution(s) and guidance issued by Swim England.
- Good attention to detail.
- Good communication skills.
- There is no requirement that Constitution Checkers are linked to their County Association, for example by being on their executive or holding other roles, however checkers must be Swim England Members.

Job role

- To review club constitutions, upon request, to ensure compliance with the compulsory elements of the current model club constitution(s).
- Make recommendations where changes are required.
- Ensure that constitutions contain no inconsistencies or contradictions.
- Support both new and existing affiliated clubs, in the allocated county/ sub region. All affiliated clubs are required to have their constitutions checked every 4 years.

If changes are made to a club's constitution these will need to be reviewed and approved.

- Provide written confirmation to clubs of their approval subject to the adoption by their members at an AGM/SGM and notify the Regional office of approval.
- Ensure that all constitutional updates issued by Swim England are read and implemented.
- Liaise with clubs directly or via the Regional Staff.
- Constitution Checkers provide review and approval on the behalf of the region, and as such can look to the Regional Management Board for support or advice where required.
- Maintain a file of approved constitutions. Approved constitutions to be shared with the Regional office.