



# OXFORDSHIRE & NORTH BUCKINGHAMSHIRE COUNTIES AMATEUR SWIMMING ASSOCIATION CHAIRPERSON

## Introduction

The Oxfordshire & North Buckinghamshire Counties Amateur Swimming Association (ONB ASA) Chairperson is a Principal Officer of the County Association along with the Secretary and Treasurer. The Chair is required to Chair the Executive Committee and provide overall leadership for ONB ASA and act as principle point of contact for all elements of the ONB ASA.

## Skills and Attributes

- You may have held a senior position, such as Chair, Treasurer or Secretary on a club committee.
- You will have a passion for sport with a good knowledge of sports clubs, aquatics or leading an organisation.
- You will be or will be prepared to become a member of the ASA.
- You will be able to put County before Club when dealing with ONB ASA matters
- You will demonstrate strong leadership skills and experience in leading a group of like minded individuals for a common purpose.
- You will be approachable, enthusiastic, diplomatic, helpful and discreet.
- You will be a confident and effective communicator.

## Main Duties

- Provide direction and leadership for ONB ASA, dealing with issues as and when they arise.
- Act as an ambassador and advocate for ONB ASA and its aims, presenting and representing its interests, helping to build strong partnerships with stakeholders across all communities.
- Chair meetings; setting the agenda to support the development of ONB ASA clubs.
- Ensure the proper running of meetings and ensure that appropriate information is made available in a timely fashion, that contributions are encouraged from all participants and that clear decisions and actions arise from these meetings.
- Oversee decisions made by the management, sub committees (if applicable), officers and other county personnel.
- Prepare and present a Report to the ONB ASA Exec Cttee at each meeting.
- Prepare and present an annual report.
- Help ensure the correct and smooth running of all aspects of ONB ASA in accordance with its rules, constitution and by-laws and also Swim England law and UK law.
- Attend and assist at the ONB ASA County Championships.

## Level of commitment required

As stated in the ONB ASA Constitution, the Chairman shall be elected tri-annually at the appropriate AGM. This will enable the incumbent to provide continuity and stability for this key role. They will Chair ONB ASA meetings; 6 regular meetings plus the AGM are held each year. Attendance and assistance at the ONB ASA County Championships would be welcomed. The Chair may also be required to attend meetings or liaise with Swim England, the South East Region (SER) and ONB ASA clubs. There may be other time commitments in addition to this in order to fulfil the above criteria. Time commitment is approximately 5 hours per week plus committee meetings.



## Swim England and South East Region Support

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England/SER Club Development Officers
- Direct contact with and support from the Swim England Volunteering Team.
- Access and support from other Swim England teams as required by your club, including (but not limited to); membership, Institute of Swimming, England Talent Teams, and Discipline specific Development Officers.

## What will you gain from the experience?

This is a pivotal, highly rewarding and exciting role which has influence across the whole of the ONB ASA. As well as your ability to guide and engage others, it is an opportunity to take on a new challenge and influence the future direction of the ONB ASA to develop and support all our members to reach their potential.