

Bicester Blue Fins

Job Description

Chairman

Skills Required

- Confident
- Communication skills
- Tactful and discrete

Main Duties

1. Take chair at Committee meetings
2. Call Committee meetings to deal with the administration of the club in consultation with Honorary Secretary.
3. Provide focal point for dissemination of information and receipt of queries and problems.
4. Monitor the adherence to club rules and guidelines.
5. Act in an executive capacity between Committee meetings after consultation with such officer or post holders as may seem desirable.
6. Ensure that all members are given equal opportunity to progress dependent on ability and dedication without bias or favouritism.
7. Represent the club, with such other officers or members as may be desirable, in negotiations or discussions with external bodies.
8. Participate in disciplinary hearings with such other officers, committee members or club members as a deemed appropriate.
9. Review and promote potential sponsorship and the suitability of association with the swimming club.
10. Prepare and present a report at the Annual General Meeting of activities throughout the year.
11. To follow and promote the ASA Child Protection policy.

Signatures: Officer _____ Date: _____

Hon Secretary _____ Date: _____

