



To ensure RRSC is run in line with Swim England's policies and guidelines and to ensure the club continues to develop and cater for all members.

### Main Duties

- To Chair committee meetings.
- Together with the support of the committee provide direction and leadership to the club.
- Be involved, where appropriate, in the co-ordination of all club activities.
- Oversee decisions made by the committee, sub committees and club officers.
- Present the annual report in conjunction with the Secretary.
- Help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also ASA law and UK law.
- Ensure that statutory documents and other returns are filed on time.
- Consult with the committee on the best use and investment of club funds.
- Respond to email enquiries in a timely manner.
- To promptly deal with issues as and when they arise.

### Skills and Qualities Required

- Ideally a good knowledge of the sport and the club
- Approachable
- Proactive
- Enthusiastic
- Well organised and able to delegate
- Ability to conduct meetings
- Good communication skills
- Confident at public speaking