



Survive and Save Club

Job Description

Chairman

Role

To be responsible for the overall management and direction of the club ensuring that it complies with the laws and regulations of its affiliated National Governing Bodies. The Chairman is seen as an ambassador and principle officer for the Club. They are responsible for key decision making and leadership within the Club in consultation with other management committee members.

Skills

- Leadership and management skills
- Approachable
- Enthusiastic with a good knowledge of the club
- A good knowledge of swimming and life saving
- A good communicator, clear and concise
- Well organised and able to delegate
- Ability to control meetings, follow agendas and ensure everyone has the opportunity to present their views
- Confident at public speaking

Main Duties

- Provide direction for the club by effective leadership and management
- Chair and control meetings of the management committee
- To act as principal officer within the club and make decisions whenever the need arises in consultation with other officers when required
- Represent the club at external meetings when required
- Be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the management and sub-committees
- Oversee the work of officers and other club personnel
- In conjunction with the secretary present the club annual report
- In conjunction with the treasurer present the annual accounts
- Determine the content and agenda for club meetings in association with the club secretary
- Ensure that statutory documents and returns are administered and filed on time
- Advise the treasurer on the investment of club funds
- Maintain up to date knowledge of Swim England laws, regional rules, RLSS policies and club constitution and operational documents
- Maintain good understanding of all aspects of swimming and lifesaving relevant to the running of the Club

Time Commitment

On-going commitment dealing with issues as and when they are required. Approximately 5 hours per week

Committee Meetings

Other meetings as required