

STROUD MASTERS SWIMMING CLUB

Swimming in the five valleys



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ROLE OF THE CHAIRPERSON

The Chairperson is a figurehead, ambassador and a principal officer for a club. The Chairperson will chair and lead meetings within the club, and be responsible, in consultation with other committee members for ensuring that key decisions are made in a timely manner.

DUTIES OF A CLUB CHAIRPERSON:

- To provide direction for the club by effective leadership and management
- To 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 appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To agree the content and agenda for club meetings, with club Secretary
- To liaise with club officers so that club statutory documents and other returns are administered and filed on time.
- To liaise with the Treasurer on the use and investment of club funds

COMMITMENT / TIME FOR THE ROLE

Will vary, but will include attendance at club meetings, and could include attendance at meetings with the Local Authority, pool operators, and ASA County and County Sports Partnership staff. In addition, there will be other time commitments to fulfil the above criteria.

SKILLS AND QUALITIES REQUIRED

- Enthusiastic with a good knowledge of the club and its financial position
- A knowledge and understanding of aquatics
- Leadership and management skills
- Able to represent the club at external meetings
- Confident in public speaking
- Able to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views
- Well-informed about agenda's of meetings and the items to be covered
- Ability to ensure that all business at meetings is completed and that all decisions are understood and recorded
- A good communicator, and is approachable, clear and concise

TOOLS FOR THE ROLE

The following are deemed to be essential items for a Chairperson to have in order to do their role:

- Use of a computer and email address to produce letters, emails, reports, and to store and record information
- Filing system to record all letters and correspondence
- Notebooks for meetings
- Annual diary
- Club headed stationery
- Telephone with access to an answer phone facility or email.