



Leyland Barracudas ASC Committee Job Role Descriptions

Chairperson

The Club Chairperson is the principal officer for the Club and is elected by the Club members.

The Chairperson will chair and lead meetings within the Club and will be responsible for the implementation of good practice and child protection policies within the Club.

Main duties

- To provide direction and leadership to the Club, dealing with issues as and when they arise.
- To chair and control meetings of the management committee, setting the agenda with the Club Secretary, to support the development of the Club.
- To oversee decisions made by the management, sub committees, officers and other Club personnel.
- 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 ensure that Club statutory documents and other returns are administered and filed on time.
- To advise the treasurer on the use and investment of Club funds.
- To help ensure the correct and smooth running of all aspects of the Club in accordance with its rules, constitution and by-laws and also Swim England law and UK law.

Commitment

This will vary from club to club, but will include attendance at Club meetings and could include attendance at meetings with the Local Authority, pool operators, Swim England and County Sports Partnership staff. There may be other time commitments in addition to this in order to fulfil the above criteria.

Who we are looking for?

- You will have a passion for sport with a good knowledge of sports clubs, aquatics or leading an organisation.
- You will demonstrate strong leadership skills and experience in leading a group of likeminded individuals for a common purpose.
- You will be approachable, diplomatic and helpful.
- Have the ability to maintain harmony in the Club.

What will you gain from the experience?

This is a pivotal and highly rewarding role which success and impact on the Club will be determined by your own ambitions and enthusiasms. 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 your Club.