



## **CHAIRPERSON Role Descriptor**

### **PURPOSE**

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

### **MAIN FUNCTIONS AND DUTIES**

- Oversee and guide all decisions taken by the Cults Otters committee and sub committees
- In conjunction with the secretary, prepare and present the annual report
- Liaise with the secretary on the agenda for each meeting and approve the minutes before they are circulated
- Be completely familiar with the constitution, club rules, committee procedures and the Scottish Swimming rules and regulations
- Liaise with the Treasurer to ensure effective financial management of the club
- Liaise with the Head Coach to ensure efficient training, holiday/gala coverage, squad management and coach development
- Help to prepare and submit any statutory documents that are required
- To chair the committee meetings and the AGM
- To provide line management for paid and voluntary staff
- To support and encourage the work of all involved
- To handle complaints appropriately
- To promote the need for regular training for all staff
- To ensure an effective, safe environment for all
- Ensure compliance of regulated roles

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make quick decisions when necessary
- Act with integrity and transparency, with the interests of the whole club, coaches and swimmers foremost

### **REQUIREMENTS**

- PVG Scheme Membership
- CWPS prior to undertaking the role
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

### **TRAINING AND SUPPORT**

- Child Wellbeing & Protection in Sport (renewable every 3 years)
- National Chairs meetings and local club forums (North District, Aberdeen Aquatics, UoAPS meetings)
- Volunteer Management workshops, SS Connect
- Virtual support network through the HIVE Learning platform

### **TIME COMMITMENT**

Time commitment can vary dependant on the time of the year; typically 10hrs+ per week.