

Wandsworth Swimming Club

CLUB CHAIRPERSON

Role

To be responsible for the implementation of good practice and child protection policies within the club.

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

Main Duties

- To be responsible for chairing meetings of the Management Committee and general meetings of the Club
- Ensuring that decisions of the Management Committee and general meetings are implemented, monitoring compliance with the Club's constitution and rules
- To 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 Club Secretary present the annual report
- In conjunction with the Membership Secretary present the annual accounts
- Consult with the Club Secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the Membership Secretary on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any emergency decisions taken, and ensure that all policy decisions are ratified by the management committee

Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and committee meetings

Benefits to Self

Contribution to ensuring a safe and well-managed club

Further Development/Support

'How to Communicate Effectively', 'The Role of the Chairperson'; resources provided by Running Sport, available to download from their website www.sportengland.org/runningsport. Further training is available through the ASA Regional Training Network visit the ASA or London Swimming website.

Useful Websites

ASA website	www.britishswimming.org	ASA London	www.londonswimming.org
Sport England	www.sportengland.org.uk	DO-IT	www.do-it.org.uk
NSPCC	www.nspcc.org.uk	CSV	www.csv.org.uk
Volunteering England	www.volunteering.org.uk	Sports Coach UK	www.sportscoachuk.org
Millennium Volunteers	www.millenniumvolunteers.gov.uk		