

## Chairperson

### **Role Objectives**

The Chairperson of a club is seen to be a figure head, ambassador and a principle officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership, in consultation with other committee members.

### **Duties and Responsibilities**

- To provide direction for the club through 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 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 determine the content and agenda for club meetings, in association with the club Secretary
- To ensure that the club statutory documents and other returns are administered and filed on time
- To advise the Treasurer on the use and investment of club funds

### **Skills and Qualifications**

- 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 agenda's and ensure that everyone has the opportunity 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, approachable, clear and concise

## Role Details

This is a voluntary role

Time commitment required will vary, but will include attendance at meetings and could include attendance at meetings with key partners such as pool operators, ASA officers, County Sports Partnership staff and other ASA affiliated clubs. In addition, there will be other time commitments to fulfil the above criteria.