

City of St Albans Swimming Club



Updated May 2017

Element 7 – Chairperson Job description

Role
To be responsible for the overall management and direction of the club
Skills • Approachable • Enthusiastic with a good background in sport • Well organised and able to delegate • Ability to control meetings
Main Duties • To chair and control the meetings of the management committee • 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 secretary present the annual report in conjunction with the treasurer present the annual accounts • Consult with the 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 treasurer on the use and investment of club funds • Report to the officers of the management committee at the first opportunity of any instant 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 club management meetings.
Benefits to Self Contribution to ensuring a safe and well-managed club
Further Development Support How to Communicate Effectively (A resource provided by Running Sport, available to download from their website)

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Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website www.britishswimming.org or telephone the ASA on 01509 618700.

Useful Websites

ASA webpage	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
CO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org
Hy-Tek	www.hy-tekLtd.com

Signed:

Name:

Date: