



Position	Chairman
Responsibilities	• To oversee and guide all decisions taken by the executive 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. • To chair the General Committee meetings and the AGM • 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. • To support and encourage the work of all involved. • To be the main link between coaching staff and committee members. • To be the official representative of the club at all functions to which the club may be involved. • To handle complaints appropriately • To ensure an effective, safe environment.
E-mail	swimchair@cobaquatics.club



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