



PRESIDENT

CLUB 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 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.
- 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.
- Help to prepare and submit any statutory documents that are required.
- To chair the General Committee meetings and the AGM.
- To support and encourage the work of all involved.
- To handle complaints appropriately.
- To promote the need for regular training for volunteers.
- To ensure an effective, safe environment for all.
- Attend Scottish Swimming, SASA North District and other meetings as required and as appropriate.
- To liaise with the Performance management group, Scottish Swimming, partner clubs and other partners as required.

SKILLS / ATTRIBUTES

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary

REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- 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 Workshop (renewable every 3 years)

Child Wellbeing & Protection Officer Workshop (renewable every 3 years)

TIME COMMITMENT

Time commitment can vary dependant on Matters arising and events attending.