



VICE 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

- To stand in for the Chairperson in their absence [see list below]
- Support the Chairperson by working closely with them and accepting any delegated tasks that are assigned from the list below.
- Take responsibility for managing the Committee and the affairs of the club.
- Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded.
- Oversee and guide all decisions taken by the 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 National Governing Body rules and regulations.
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Represent the club at local, regional and national level as appropriate and as required.
- Follow and promote the Scottish Swimming Safeguarding policy.

SKILLS & ATTRIBUTES

- Enthusiasm
- Good listener
- Diplomacy
- Good communication skills
- Well Organised
- Prepared to make a regular time commitment
- Decisive
- Confident at some public speaking and keeping order during meetings

REQUIREMENTS

- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the club's volunteer code of conduct

TRAINING & SUPPORT

Child Wellbeing & Protection in Sport Workshop (renewable every 3 years)

TIME COMMITMENT

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