

## ELLESMERE PORT AMATEUR SWIMMING CLUB

(Affiliated to ASA North West Region)

### JOB DESCRIPTION: CLUB CHAIRPERSON

**JOB TITLE:** Chairperson

**RESPONSIBLE TO:** Club Membership

**SKILLS REQUIRED:**

- Approachable
  - Enthusiastic with a good knowledge of the sport and club
  - Well organised and able to delegate
  - Ability to control meetings
  - Confident at public speaking
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**Role**

To be responsible, with the assistance of the Club Treasurer and Club Secretary, for the overall running of the club. To promote and ensure implementation of good practice and child protection policies within the club.

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**Main Duties**

- To chair and control the meetings of the executive 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
  - To make the Annual Report at the Club Annual General Meeting.
  - 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
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**Time Commitment:** 4 hours plus per week approximately

**Signatures:** Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

Secretary \_\_\_\_\_ Date: \_\_\_\_\_