



# Sevenoaks Swimming Club

Founded 1915

Affiliated to: ASA South East Region, Kent County ASA, RLSS

## Job Description: Chairman

- Responsible to:** The Sevenoaks Swimming Club Committee
- Main Purpose:** To take a controlling overview of the Club and co-ordinate the efforts of the Club's volunteers for the benefit of the Club.
- Skills Required:**
- approachable
  - good communication
  - effective decision-making
- Time Commitment:** 2 hours every two months for Committee meetings and approximately two hours per month at other times as circumstances dictate

### Key Tasks:

1. Communicate closely with the Club's Secretary in all matters of the administration of the Swimming Club
2. Communicate closely with the Treasurer to ensure the members' best interest can be demonstrated in all financial transactions
3. Chair the Committee at the monthly meetings and other meetings that may be agreed from time to time by the Committee
4. Ensure officers and committee members report to the Committee on the activities of the Club under their control
5. Represent the Club at any meetings that require such representation, or appoint a replacement to take up this position.
6. Act as the point of contact for the formal Disputes Procedures as well as breaches of the Club's policies, rules and regulations
7. Promote Swim 21 accreditation
8. Ensure the Health and Safety of members at all times
9. Adhere to and promote the Amateur Swimming Association's Child Protection Policy
10. Adhere to and promote the Club's rules, regulations and other policy statements
11. Undertake any other tasks appropriate to this level of responsibility

Signatures: **Chairman:** ..... **Date:** .....

**Secretary:** ..... **Date:** .....