



## **VICE-PRESIDENT Role Descriptor**

### **PURPOSE**

To offer support and advice to the President; undertake any delegated duties and to assume the President role in their absence.

### **MAIN FUNCTIONS AND DUTIES**

#### **1. Delegated Duties**

- Support the President by working closely with him/her and accepting any delegated tasks that are assigned by them.

#### **2. President Absence**

- To stand in for the President in his/her absence

### **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 AND SUPPORT**

- Attend Child Wellbeing & Protection in Sport course (renewable every 3 years)