



## **PRESIDENT Role Descriptor**

### **PURPOSE**

To act as the figure head, ambassador and principal officer for the Club.

Chair and lead meetings, and be responsible for key decision making and leadership within the Club, in consultation with other committee members to ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

### **MAIN FUNCTIONS AND DUTIES**

#### **1. Meetings (General / AGM / EGM / Management Committee)**

- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- To chair the meetings of the Club
- Represent the Club at Scottish Swimming, District and other relevant meetings

#### **2. Leadership**

- Oversee and guide all decisions taken by the executive committee and sub committees
- Liaise with the Treasurer to ensure effective financial management of the club
- Lead on the Club's Development Plans and its promotion to all Club members as appropriate
- To provide line management for paid and voluntary staff
- To support and encourage the work of all involved
- To promote the need for regular training for all staff
- To ensure an effective, safe environment for all

#### **3. Communication and correspondence**

- Establish, maintain and develop effective working relationships with Scottish Swimming, local authority, other clubs and partners as required
- In conjunction with the secretary, prepare and present the annual report
- To handle complaints appropriately

#### **4. Constitution, Bye-Laws and Regulations**

- Be completely familiar with the constitution, club rules, committee procedures and the Scottish Swimming rules and regulations
- Help to prepare and submit any statutory documents that are 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



## **PERTH CITY SWIM CLUB**

### **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**

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