



## GCSC CLUB CHAIRPERSON

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### Role

Contributing to the effective Leadership of the club, maintaining focus on its purpose and vision. The Chairperson will chair and lead meetings within the club and be responsible for key decision making, in consultation with other committee members.

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### Skills

- Approachable
  - Enthusiastic with a good knowledge of the sport and club
  - Well organized and able to delegate
  - Ability to control meetings and be confident at public speaking
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### Main Duties

- To provide direction for the club by effective leadership and management.
  - To chair and control the meetings of the management committee
  - To be involved, where appropriate, in the coordination of the Committee for club activities and actions. Oversee decisions made by the management and sub committees
  - Oversee the work of officers and other club personnel
  - Present the Chairman's annual report at the AGM.
  - Consult with the secretary on the content of the agenda and minutes of meetings
  - Joint responsibility for Coach reviews and managing Coach Coordinator with Treasurer and Club Secretary
  - Keep up to date and be familiar with the club constitution.
  - Advise the Treasurer on the use and investment of club funds for the ongoing club development.
  - 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
  - Liaison with other clubs and ASA
  - Submission of Swim 21 documentation and any other associated returns are filed on time
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### Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management & Committee meetings.

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### Benefits to Self

Contribute to ensuring a safe and well-managed club.

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