



The Killerwhales Swim Club of Havering

Club Chairperson

Club Chairperson

1. Rolls
2. Skills
3. Main Duties
4. Commitment
5. Benefits to Self

1. Rolls

To be responsible for the overall management of the club.



The Killerwhales Swim Club of Havering

2. Skills

- 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

3. Main Duties

- To chair and control the meetings of the management 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
- 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.
- To respect and maintain confidentiality of swimmers, parents and all matters relating to the running of the Club

4. Commitment

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

5. Benefits to Self

Contribution to ensuring a safe and well-managed club

Updated 25/Oct/2010