**Purpose**

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

**Main Functions and Duties**

* Oversee and guide all decisions taken by the executive committee and sub committees
* In conjunction with the secretary, prepare and present the annual report
* Liaise with the secretary on the agenda for each meeting and approve the minutes before they are circulated
* Be completely familiar with the constitution, club rules, committee procedures and the Scottish Swimming rules and regulations
* Liaise with the Treasurer to ensure effective financial management of the club
* Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
* To chair the committee meetings and the AGM
* To provide line management for paid and voluntary staff
* To support and encourage the work of all involved
* To handle complaints appropriately
* To promote the need for regular training for all staff
* To ensure an effective, safe environment for all

**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

**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**

* Child Wellbeing & Protection in Sport (renewable every 3 years)
* National Chairs meetings and local club forums
* Volunteer Management workshops, SS Connect
* Virtual support network through the HIVE Learning platform

**Time Commitment**

* Time commitment can vary dependant on size and nature of club, and events attending.