**VICE CHAIR/PRESIDENT**

**Role Descriptor**

**PURPOSE**

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

**MAIN FUNCTIONS AND DUTIES**

* To stand in for the Chairperson in his or her absence [see list below]
* Support the Chairperson by working closely with him/her and accepting any delegated tasks that are assigned from the list below
* Take responsibility for managing the Committee and the affairs of the club
* Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded
* Oversee and guide all decisions taken by the 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 Scottish Swimming rules and regulations
* Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
* Represent the club at local, regional and national level
* Follow and promote the Scottish Swimming Wellbeing & Protection policy

**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**

* Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)
* Volunteer management CPDs, 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.