

Runnymede Swimming Club

Club Chair

(Accountable to Runnymede Swimming Club Committee)

Role:

Ensure the effective leadership and strategic direction of the Club

Skills:

Administration

Team Work

Good Communication

Problem Solving

Main Duties:

1. Promote the Mission of Runnymede Swimming Club
2. Follow and promote all Club Policies and Objectives
3. Keep up to date as appropriate with Swim England laws and rules
4. Chair the Club Committee and other Committees as required
5. In partnership Consult of the agenda items for meetings
6. Co-ordinate club activities
7. Oversee the work of Club Official and personnel
8. Present the annual report and accounts as required
9. Ensure statutory documents and other returns are filed on time
10. Deal with club issues as when they arrive and communicate as required
11. Maintain qualifications as required