

Swim England Bedfordshire

Role Description for Chairperson

The Chairperson provides the central point for the management of the Association.

The Chairperson is an Executive Officer and works in partnership with the Secretary and Treasurer to provide leadership of the Association to ensure that Swim England Bedfordshire works efficiently and in the best interests of all Bedfordshire clubs and their members.

The Chairperson shall be a member of a club affiliated to the Association and a member of Swim England.

Summary of Role

The role itself comprises a combination of:

- Leading Activities
- Assisting/Supervision of others
- Attending Meetings

The majority of the role is the assisting and supervision of others and generally providing support when needed.

The duties are set out below and each referenced as follows:

- Leading – The Chairperson leads this duty and may call on the support of others
- Assisting/Supervision – Monitors where necessary and assists those responsible for these duties
- Meetings – Attendance at meetings, note if the Chairperson is unavailable to attend they should arrange a substitute to lead the meeting.

Duties

Main (Leading)

- To provide leadership and direction to the Executive
- To ensure continuity of development and implementation of plans within the county, across all disciplines

General (Assisting/Supervision)

- In conjunction with the Section Secretaries and other members of the Executive develop policies, strategies, and plans

- To provide support, advice and guidance to post holders where appropriate
- To work alongside the Secretary and report to the Executive any potential breach in Swim England Law, the Constitution and Policies

Representation of the County (Meeting)

- To represent the County on the Swim England East Region County Forum or arrange a substitute if unavailable

Attendance at Meetings (Meetings)

- To attend and chair the monthly Executive Meetings
- To attend and chair the annual AGM and any 'Special General Meetings' that take place

Development (Assisting/Supervision)

To work with, and support, the Development Officer:

- On a County Development Plan and support its implementation across all disciplines
- Assist in setting up a Coach Forum and ensure regular meetings involving all clubs, and progress coach development (at present these are planned to occur quarterly and are organised by the Development Secretary)

Reports (Leading)

- To provide a verbal report/update for the monthly Executive Meetings and a written report for the AGM

Plans (Assisting/Supervision)

- Liaise with the Section Secretaries to produce a County Business Plan and update annually as necessary
- To work with the Treasurer to produce an annual budget plan
- To assist the Section Secretaries in the production of their plans

Training (Assisting/Supervision)

- Liaise with the Section Secretaries and the region to ensure that there are suitable volunteer training opportunities– Safeguarding, Time to Listen, Team Manager, officials etc

Other duties (Leading)



- To promote and provide support for Club Affiliation and other initiatives introduced by the governing bodies
- Working in partnership with the region, ensure that Swim England Bedfordshire keeps abreast of developments in the sport and that the Executive is advised of opportunities arising from national and regional initiatives
- Together with other officers, publish appropriate information and news on the and the Association's web site for the mutual benefit of clubs and athletes
- To ensure decisions of the Executive are implemented, and to monitor the implementation and progress of these decisions taken by the Executive