



Nottingham Northern Swimming Club
Beechdale Swimming Centre
Beechdale Road
Bilborough
Nottingham
NG8 3LL
www.northernsc.co.uk

JOB DESCRIPTION CHAIRPERSON

Responsible to:

Nottingham Northern Swimming Club Management Committee

Skills required:

Leadership and management skills

Able to represent the club at external meetings

Confident in public speaking

Able to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views

Well-informed about agenda's of meetings and the items to be covered

Ability to ensure that all business at meetings is completed and that all decisions are understood and recorded

A good communicator, and is approachable, clear and concise

Main Duties:

To provide direction for the club by effective leadership and management

To chair and control meetings of the management committee

To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate

To represent the club at external meetings when required

To be involved, where appropriate, in the co-ordination of club activities

To manage and oversee the work of officers and other club personnel

To present the club's annual report, in association with the club secretary

To present the club's annual accounts, in association with the club treasurer

To determine the content and agenda for club meetings, in association with club secretary

To ensure that club statutory documents and other returns are administered and filed on time

To advise the treasurer on the use and investment of club funds

Signatures:

Officer..... Date.....

Chairperson.....Date.....