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## Club Chair Person

### Job Description

Job Title:	Club Chairperson
Accountable To:	Club Committee and Club Membership
Qualification:	None
Additional Requirements:	CRB and Enhanced Disclosure Certificate Knowledge of the ASA Swim 21 Programme.
Skills Required:	1. Well Organised. 2. Highly Motivated. 3. Communication Skills.

1. The Chairman is responsible for the overall running of the Club with the assistance of the Treasurer and Secretary.
2. Ensure that the Rules of the Club (Constitution) are followed to the letter and carry out all aspects of the constitution, which relate to the position of Chairman.
3. Carry out all duties in good faith: The Chairman must not favor any particular section of the Committee or the membership but should exercise his / her powers impartially.
4. Three functions to oversee at Club Meetings:
  - To preserve order
  - To take care that the proceedings are conducted in a proper manner
  - To ensure that the sense of the meeting is properly ascertained concerning any question this is raised before the meeting.
5. Ensure the business of the meetings runs smoothly.
6. Follow the ASA guidelines on the Rules of Debate. In particular regard needs to be given to the principles contained in the Clubs Code of Ethics. Ensure the Committee are familiar with these rules and follow them.
7. Follow the ASA guidelines for handling internal club disputes.
8. In the event of disruption the Chairman should consider adjourning the meeting for calm to be restored.
9. To attend a minimum of 75% of committee meetings per year.
10. From time to time you may be required:
  - To attend meetings of Associations that the Club is a member of.
  - To represent the Club's views at any such meetings.
  - To report back to the Club of the proceedings at meetings attended.
  - To vote at meetings in accordance with the Club's policy.
11. Carry out any other general club duty the Committee requires.
12. To ensure that the Club achieves and maintains the standards required for Swim21 accreditation.
13. To follow and promote the ASA Code of Ethics.
14. To follow and promote the Clubs Code of Conduct.
15. To follow and promote the ASA Child Protection policy

Time Commitments:

1 Hour + Per Week  
Attendance of Meetings at the Club  
Attendance of External Meetings

Signed:

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Volunteer /Employee

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Club

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Date