



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: CHAIRPERSON

RESPONSIBLE TO:

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

MAIN DUTIES:

1. Chairing Executive Committee Meetings, the AGM, any Special General Meetings (SGM) and Disciplinary Sub-Committee meetings, which may be called during their term of office.
2. Ensure that the above meetings are run in accordance with the club constitution and within the bounds of ASA Law.
3. Ensure that the aims and objectives of the club are fulfilled.
4. In the event of an equal number of votes being cast on any matter at any meeting, the Chairperson shall have an additional and casting vote.
5. Offer encouragement, guidance and support to ensure that committee members fulfil their duties as defined in their role profiles.
6. The Chairperson is a full member of all sub-committees/Working Parties and therefore is entitled to attend any of these meetings.
7. The Chairperson is to select four other officers to sit on any Disciplinary/Complaints panel. The Chairperson is too ensure that these panels adhere to ASA guideline's and where possible seek advice to ensure that the club acts within ASA law and when necessary referred the complaint to the ASA disciplinary and dispute panel.
8. To be available to answer any club members' queries/questions, if immediate answers are not available then seek advice from fellow committee members/ASA and give answer as soon as possible.
9. Authorised along with one other signatory to sign club cheques.
10. Act as a line manager for all employees unless otherwise redeemed of this duty by the committee.
11. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Print Name: _____ **Time Commitment:** _____

Signatures: _____ **Date:** _____

Chairperson _____ **Date:** _____