



CLUB CHAIRPERSON ROLE DESCRIPTION

Role

To chair and lead meetings within the club, and be responsible for key decision making and leadership within the club, in consultation with other committee members. Working with the club committee they will ensure good governance in all matters concerned with Launceston Swimming Club.

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

Main Duties

- To chair and control the meetings of the club committee
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the club and sub committees
- Oversee the work of officers and other club personnel
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the club committee

Commitment

- Ongoing commitment dealing with issues as and when they arise
- Attendance at monthly committee meetings

Benefits to Self

Contribution to ensuring a safe and well-managed club.