

VICE PRESIDENT Role Descriptor

PURPOSE

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

MAIN FUNCTIONS AND DUTIES

- To stand in for the Chairperson in his or her absence [see list below]
- Support the Chairperson by working closely with him/her and accepting any delegated tasks that are assigned from the list below
- Take responsibility for managing the Committee and the affairs of the club
- Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded
- Oversee and guide all decisions taken by the Committee and sub committees
- In conjunction with the secretary, prepare and present the Annual Report
- Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated
- Be completely familiar with the constitution, club rules, committee procedures and Scottish Swimming rules and regulations
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- Represent the club at local, regional and national level
- Follow and promote the Scottish Swimming Wellbeing & Protection policy

SKILLS / ATTRIBUTES

- Enthusiasm
- Good listener
- Diplomacy
- Good communication skills
- Well organised
- Prepared to make a regular time commitment
- Decisive
- Confident at some public speaking and keeping order during meetings

REQUIREMENTS

- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

TRAINING AND SUPPORT

- Child Wellbeing and Protection in Sport Workshop (renewable every 3 years)
- Volunteer management CPDs, SS Connect
- Virtual support network through the HIVE learning platform

TIME COMMITMENT

Time commitment can vary dependant on size and nature of club, and events attending.