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| **Heart of Midlothian ASC**  **CLUB PRESIDENT**  **ROLE PROFILE** | http://swimhearts.ismysite.co.uk/wp/wp-content/uploads/2017/10/main_image-e1508787754487.png |

**PURPOSE**

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

**MAIN FUNCTIONS AND DUTIES**

* Oversee and guide all decisions taken by the executive 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 the Scottish Swimming rules and regulations
* Liaise with the Treasurer to ensure effective financial management of the club
* Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
* To chair the General Committee meetings and the AGM
* To provide line management for paid and voluntary staff
* To support and encourage the work of all involved
* To handle complaints appropriately
* To promote the need for regular training for all staff
* To ensure an effective, safe environment for all

**SKILLS / ATTRIBUTES**

* Good organisation and communication skills
* Reliable & trustworthy
* Approachable & friendly
* Able to maintain confidentiality
* Confident in keeping order during meetings
* Prepared to make instant decisions when necessary

**REQUIREMENTS**

* PVG Scheme Membership
* Complete a self-declaration
* Be a member of Scottish Swimming
* Attend appropriate training
* Sign and adhere to the Club’s Volunteer Code of Conduct

**TRAINING AND SUPPORT**

* Safeguarding & Protecting Children Workshop (renewable every 3 years)

**TIME COMMITMENT**

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