

Warrington Swimming Club

Role Title: Management Committee Member

Responsible To: Chairman

Role Purpose:

- To provide specialist skills and expertise to support the management functions of the club
- To provide ideas and initiatives to support the overall vision and help deliver the objectives of the club
- To undertake agreed functions and responsibilities as required in support of the management of the club
- To help formulate and implement the necessary policy and required strategic planning to deliver the agreed objectives of the club

Main Duties and Tasks:

1. Work as part of a team of committee members in order to promote and deliver the development of the Club.
2. Attend Club Management Committee meetings regularly and play a full part in the formulation of policy and in discussions undertaken in relation to the management of the club
3. Provide specialist advice and expertise on topics as identified within the aims and objectives of the Club.
4. Participation on working groups, project groups and other sub committee groups as required.
5. Assist in the implementation of the aims and objectives of the Club as linked to the Constitutional requirements, Development Plan, the Business Plans and the Financial Plans of the Club,
6. To assist the Officers of the Club in the preparation, publication and delivery of reports to the membership and to external bodies, including the County Association, the Region and the Amateur Swimming Association as required
7. Assist in the formation and delivery of annual budgets and in ensuring that all activities are within budget.
8. Sets high standards for self and is dissatisfied with below average performance.

Required Skills:

1. Enthusiastic with a good knowledge of the club, its financial position and its activities
2. Able to build effective relationships with the officers, the other members of the Management Committee and the club members to ensure that all are working as part of a team committed to the common delivery of the objectives of the club
3. Displays an in depth knowledge of their specialist area
4. Able to ensure the implementation of the policies and strategies agreed by the Management Committee in relation to their specialist area.
5. Able to provide support and guidance to the Management Committee in areas of their specific skills and experience.
6. Express orally and in writing, ideas and information in ways that is appropriate, accurate and concise.

Warrington Swimming Club

- 7 Analyses and solves problems creatively by; identifying the problem, evaluating the alternatives and finding innovative solutions.
- 8 Can see opportunities and originates action in consultation with the Chairman in pursuit of the aims and objectives of the club.
- 9 Make controlled responses in all situations.

Key Performance Indicators:

- 1 Attendance at Management Committee meetings unless prevented by exceptional circumstances.
- 2 The effectiveness of the contribution to, and help in, the delivery of the committee plans, targets and standards that support the attainment of the objectives of the club.
- 3 The acceptance of agreed tasks in relation to a recognised skill area and the general activities of the club
- 4 The delivery of agreed tasks and activities to meet specified objectives, on time, to budget with the production of accompanying statements and reports as required.