

# Warrington Swimming and Water Polo Club

**Role Title:** Chairman

**Responsible To:** Annual General Meeting

**Role Purpose:**

- To be the figure head, ambassador and principal officer of the club
- To chair and lead meetings within the club
- To be responsible for key decision making and leadership within the club, in consultation with the other officers and committee members

## **Main Duties and Tasks:**

- 1 To provide direction for the club by effective leadership and management.
- 2 To act as the principal officer within the club and make decisions whenever the need arises, in consultation with other officers when appropriate.
- 3 To act as the leader of the club by providing initiatives, motivation of the elected members and advising members on the initiatives ensuring they contribute to the overall vision and strategic plan of the club.
- 4 To represent the club at external meetings when required.
- 5 To be involved, where appropriate, in the co-ordination of club activities.
- 6 To manage and oversee the work of the officers and other club personnel.
- 7 To chair and control meetings of the management committee
- 8 To present the club's annual report in association with the club officers and other post holders
- 9 To determine the content and agenda for club meetings, in association with the club secretary.
- 10 To ensure the club statutory documents and other returns are administered and filed on time
- 11 To advise the treasurer on the use of and investment of club funds
- 12 To undertake performance evaluation of activities of the club, to make reports as required and to make recommendations for appropriate action

## **Required Skills:**

- 1 Leadership and management skills
2. Ability to recognise opportunities and originate action in pursuit of achievement of the club's aims and objectives.
3. Ability to analyse and solve problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions
- 4 A good knowledge and understanding of aquatics
- 5 Enthusiastic with a good knowledge of the club and its financial position
- 6 Able to represent the club at external meetings
- 7 Confident in public speaking
- 8 Able to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views

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- 9 Well-informed about agenda's and of meetings and the items to be covered.
- 10 Ability to ensure that all business of meetings is completed and that all decisions are understood and recorded
- 11 A good communicator and is approachable, clear and concise.
- 12 Sets high standards for self and others and is dissatisfied with average performance.

## **Key Performance Indicators:**

- 1 Chairs the Annual General Meeting of the membership and the meetings of the Management Committee to the necessary standard and procedures for the effective management of the club to be achieved
- 2 Attendance at Management Committee meetings unless prevented by exceptional circumstances.
- 3 Delivery of initiatives for the overall vision of the club
- 4 Delivers the committee plans, targets and programmes that support the attainment of the objectives of the club.
- 5 Ensures the work schedules and necessary resource requirements are established that will ensure agreed targets are reached and where appropriate exceeded.
- 6 Directs the work of the club to ensure that agreed and appropriate policy, strategic and organisational goals are set and achieved
- 7 Ensures budgets are established and expenditure and income monitored against budgets to meet constitutional requirements and agreed plans
- 8 Ensures a formal monitoring and evaluation system of the achievement of agreed targets on time and to budget is established, maintained and reported on
- 9 Establishes, ensures and maintains high standards of equity, ethics and governance within the club