



OUR CLUB®

EÎN CLWB

CHAIRPERSON ROLE GUIDE

AQUATICS FOR EVERYONE FOR LIFE



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The role of the Club Chairperson

The Chair provides leadership to steer future direction to maximise the club's potential. The Chair should establish a committee that comprises of an appropriate number of people for effective decision-making. Have knowledge of and ensure the understanding of others for, policies, insurance cover, codes of conduct, and rules that apply which are mandatory requirements of the National Governing Body, Swim Wales.

The Chair should champion diversity through pro-actively advocating the importance of diversity and equality. Behave in a professional way that promotes trust and openness between the management committee and officers.

The Chair will represent the values and culture of a well-run club and work with the committee to ensure these are embedded and at the centre of every direction the club moves in. A chair that endorses positive action for creating a culture to safeguard the members and acts as a preventative to anyone who looks to harm children.

The role of the Chair is certainly not to run the club but is to provide and leadership for a well-run club embracing the skills and competency of the officers of the club, giving them autonomy in their responsibilities.

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A key role within your community

Potential career development/improved employability

Sense of achievement, fulfilment and giving back

A chance to develop new skills

What will you get out of being Chair

Supporting local communities

Potential of new training and qualifications

Lead and develop the club committee members

Meeting lots of people from different backgrounds

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A good chairperson should be...

- Well-informed about the activities of the club/organisation and its current financial position
- Able to represent the organisation at local, regional and national levels
- Able to chair committee meetings and manage the general meetings, so that everybody has a chance to present their views
- Well-informed about the agenda of the meeting and the items to be covered
- Well prepared for the meeting
- Able to ensure that the agenda of a meeting is followed, that all business is completed, and that all decisions are properly understood and recorded
- A strong leader who can be objective. Able to keep a debate focused, avoiding any deviations
- Ensure ethics are at the core of decisions made and lead on embedding a positive culture and strong values within the club
- Able to ensure that planning and budgeting for the future are carried out in accordance with a sustainable future for members
- Unbiased and impartial and if personally involved in a matter prepared to give up the 'Chair' during that particular discussion
- A good listener, who is able to summarise the main points of a discussion
- Able to communicate clearly and concisely to avoid confusion
- Able to delegate
- Conversant with the constitution and standing orders of the club/organisation, and with recommended procedures for the conduct of meetings

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- Diplomatic and helpful, and able to get the best out of the other committee members
- Able to maintain the harmony of the group, even when there is disagreement
- Keep up to date with Safeguarding training and knowledge, have a child centred approach which is supportive of an outcome in a child's best interests
- Visible and accessible to members, a good communicator keeping members informed
- Supportive of succession planning

Who will I be responsible for?

All committee members and Welfare Officer(s)



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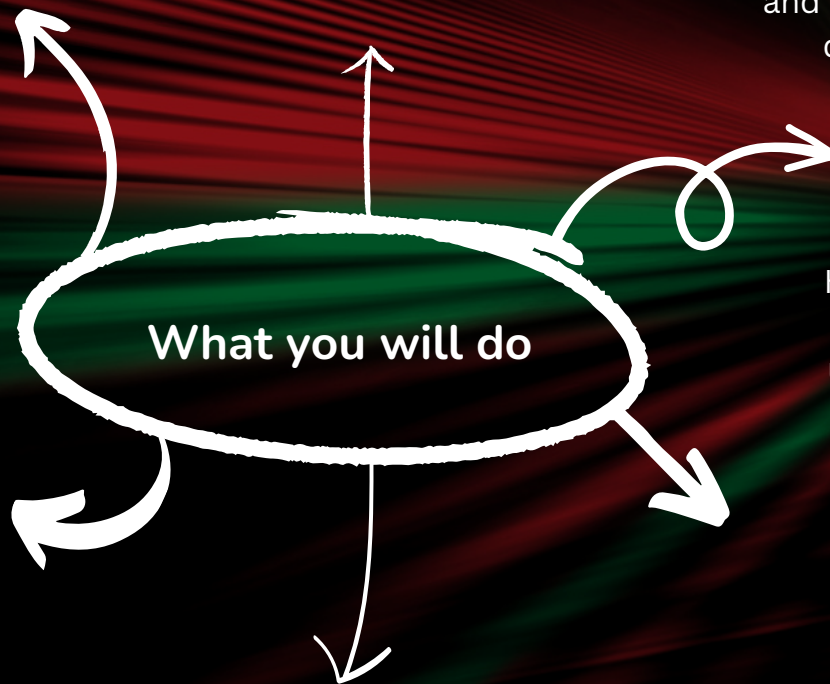
Attend Swim Wales engagement sessions

Drive the culture and values within the club and lead by example

Be well-informed about the activities of the club/organisation and its financial position

Have the willingness to devote the necessary time and effort to meeting preparation and contributing to discussions

Represent the club at external meetings when required



Have the casting vote on any unresolved club issues

Attend relative learning opportunities

Keep sensitive information confidential and share information only with those that need to know.

Understand your statutory obligations to report concerns about safeguarding and criminal acts