

Chairperson Role Description

Responsible to:	The Essex Management Committee
Appointed by:	The Annual General Meeting
Term of Office:	One Year
Status:	Voluntary Post

The duties of the Chairperson shall include, but not be limited to the tasks listed below. Where the Chairperson and committee agree, the responsibilities may be shared by others within the Committee, although overall accountability shall rest with the Chairperson.

Duties:

- Ensure that the highest standards of governance are followed and that the County acts in accordance with its Constitution.
- Chair Committee meetings, Annual General Meetings and any other required meetings
- Provide leadership and direction to the committee ensuring that agendas are appropriate and that the committee has relevant information in order to make decisions
- Develop a yearly County strategy to reflect key priorities
- To oversee the delivery of the County plan, ensuring that it is compatible with the plans of the Regions
- Ensure that the committee develops County plans and budgets and monitors and evaluates these to maintain a sound financial platform at all times
- Take appropriate steps to ensure that the committee members' skill and contribution levels are maximised
- Review and approve of all County policies
- Ensure adherence to relevant Swim England Policies including its Equity and Child Protection policies
- Be a point of contact for County officers and discipline managers
- Liaise with Regional chairmen and Swim England Senior Management Team as appropriate, including attendance at meetings of the Region, or finding a substitute to attend
- Be a champion of swimming in all its disciplines, and be an ambassador for the County at every opportunity

Person specification

ESSENTIAL	DESIRABLE
Be a member of a Swim England Essex club	Commercial / business background
Strong leadership skills and ability to motivate members of the County to form an effective and cohesive team	An understanding of sports development and the competition structure
Previous experience of chairing a committee / board of a voluntary organisation	An understanding of Swim England governance and policies
Proven knowledge of the sport of swimming. In particular, an understanding of the key issues for clubs, the relationships both between these partners and with the County	Experience of line managing staff
Experience of establishing and working to strategic plans and objectives	
Comprehensive and current IT, literacy and numeracy skills	
Approachable and a good listener, able to communicate effectively and confidently	
Efficient and well organised and able to delegate	
Availability and willingness to attend meetings and deal with issues as and when required.	

Commitment

Attend SE Essex County Committee meetings – currently 8 times a year

Attend SE Essex County AGM – Annually in December

Attend Regional meetings as a representative (or substitute)