

## **President Role Description**

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

### **The Role**

The Presidential role is a ceremonial role only. The President does not have a seat on the Management Committee, but may attend, without the right to vote.

### **Start of the year**

The presidential year begins immediately following the presentation of the regalia to the incoming president at the Annual General Meeting. (If the meeting is virtual, the presentation of the regalia will be ceremonial)

### **Presentation of the regalia**

At the Annual General Meeting, the outgoing president presents any awards to be made for the previous year, before presenting the chain of office to the incoming president.

### **Duties**

- The president is required to be a member of a club within Essex County.
- When invited to do so, the president will attend events throughout the year. These events may include, but are not limited to:
  - Essex County Swimming Age-Group Championships (Jan & Feb)
  - Essex County Masters Championships (March)
  - East Region Swimming Championships (Long Course and Short Course Meets)
  - London Region Swimming Championships (Long Course and Short Course Meets)
  - Essex County Open Water Championships (held by East Region) (July)
  - Essex Swimability Meet (Sept)
  - Essex County Winter Swimming Championships (October)
  - East Region Water polo championships to support the Essex teams
  - East Region Diving Championships to support the Essex divers
  - East Region Artistic Championships to support the Essex artistic swimmers
  - National County Championships to support the Essex county swimmers team

### **County Championships**

The president is expected to attend all County championships.

The president, under the guidance of the Swimming Manager, is responsible for deciding who makes the presentations (i.e. himself/herself, and/or other representatives).

Where an overnight stay at County Championships is necessary, the Event Manager should book

accommodation for the President and his consort, if appropriate.

The president should attend as many County Championships, of all disciplines, as possible.

### **Regional & National Events**

The president should accept any invitations to Regional Events (London and East Region) as well as Swim England and British Swimming competitions, where he/she is available to promote the County in the Regional/National arena. They are there to support the athletes from the County, however, County events should take priority.

### **Expenses**

The president should pay for eligible expenses incurred and claim, via the County expenses policy, (found on the website) from the presidential budget. Expense claims should be sent to the County Secretary who forward to the County Treasurer for authorisation.

Eligible expenses: Travel and accommodation for official engagements. Prior County approval must be sought for Regional & National Events.

Reimbursement for stationery and postage for official letters and Christmas cards, may be requested.

### **Recognition of achievements**

During his/her year of office, when an athlete wins a medal at major events such as the Olympics, World Championships, European Championships, European Junior Championships, Commonwealth Games, Youth Commonwealth Games, or achieves a national or higher record, the president should send a letter of congratulations as soon as possible. The appropriate discipline manager, or the records officer, is to advise the president of the achievement and provide contact details. The president should also write a small piece about this achievement, send it to the website Manager for publication onto the Essex Website.

At the end of his/her presidential year in office, the president shall be presented with a past president's badge by the incoming president. This will be the incoming president's first official duty.