



Swim England Cambridgeshire Chairperson

Key attributes for this position include but are not limited to;

- **Strong leadership skills with a proven track record of managing people and or projects**
- **Excellent communication skills, both written and oral**
- **Ability to define and comply with procedures**

Summary of key note responsibilities for this role.

The Chairperson of a county is seen to be a figure head, ambassador and a principal officer. A Chairperson will chair and lead meetings for the executive committee, and be responsible for key decision making and leadership, in consultation with other committee members. (NB. In some counties, a President may also fulfill some of the above duties)

General Duties include but are not limited to:

- To chair and control the meetings of the executive committee
- To be involved, where appropriate, in the coordination of all county activities
- Oversee decisions made by the management and any sub committees
- Oversee the work of officers and other county personnel
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- Consult with the secretary on the content of the agenda and minutes of meetings
- Keep up to date on ASA laws, regional rules and county constitution and ensure that they are adhered to by the county
- Ensure the county development plan is kept up to date and utilised
- Ensure the executive committee monitors and evaluates the financial budget and forecast to maintain a sound financial platform at all times
- To represent the county at key meetings when invited
- To represent the county on the regional board
- Promote swimming and its disciplines at every opportunity
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of county funds
- Report to the officers of the executive committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the executive committee