



Club Chairperson Job Description/role

Introduction

The club chairperson is the principal officer for the club and is elected by Stafford Apex members.

Who Stafford Apex are looking for?

- You will have a passion for swimming with a knowledge of sports clubs, aquatics or leading an organisation.
- You will demonstrate leadership skills and experience in leading a group of like-minded individuals for a common purpose.
- You will be approachable, diplomatic and helpful.
- Have the ability to maintain harmony in the club.

What does Stafford Apex expect from you?

- To commit the time to undertake the roles necessary as Chair.
- To provide direction and leadership to the club, dealing with issues as and when they arise.
- To chair meetings; setting the agenda to support the development of the club.
- To oversee decisions made by the committee, sub committees, and other club personnel.
- To prepare and present the annual report in conjunction with the Secretary
- To help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also Swim England law and UK law.

Level of commitment required

This will vary depending on the time of year, and number of members/committee to support but will include

- Attendance at club meetings
- Attendance at meetings with the Swim England West Midlands,
- Attendance at meeting with Freedom Leisure (pool operator),
- Regular performance management meetings with Head Coach,
- Liaison with Swim England and County Sports Partnership staff.
- There may be other time commitments in addition to this in order to fulfil the above criteria.

What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.
- Direct contact with and support from the Swim England Club Development Officers
- Direct contact with and support from the Swim England Volunteering Team.
- Access and support from other Swim England teams as required including (but not limited to); membership, Institute of Swimming, England Talent Teams

What will you gain from the experience?

This is a pivotal and highly rewarding role in which the success and impact on the club will be determined by your own ambitions and enthusiasms. As well as your ability to guide and engage others, it is an opportunity to take on a new challenge and influence the future direction of Stafford Apex.

The Chair has a specific email address allocated for all correspondence. It is expected that the Chair check this email address (if possible) once per day to ensure no time-restricting tasks are overlooked.

Below is a timeline indicating specific jobs to be undertaken by Chair

Job	When	Reason
Ensure Job Descriptors are up to date	May yearly	For Swim Mark re-accreditation
Revisit Club Development Plan	March yearly	To ensure all developments are updated (SwimMark)
Liaise with Membership Secretary to ensure members are up to date	January yearly	Ensure club is financially buoyant and that all members are fully paid up for both Apex and Swim England
Apply (with support from sub group) for Swim England West Midlands bursaries	*Club growth financial year 1 st April – 31 March *Coach/Teach see criteria notes * Club Development annually see criteria This should be after consultation with Development Plan, looking at needs and in agreement with Committee.	*Club Membership Growth up to £2000 *Coach and Teacher Bursary – see notes for funding limits *Club Development Grant Aid £2500 after 25% contribution by club

Attend monthly Committee meeting	Every 4 weeks	As Chair you will be responsible for managing the meeting
Attend AGM	May/June yearly	To present the yearly overview for all club members
Attend West Midlands Regional Meeting	Monthly	To discuss ideas, gather information and news, to share good practice, and to get support and help from other clubs
Designate specific roles to Committee members	Ongoing	This could be, for example, sub groups for galas, celebration events, fundraising, swim mark, funding applications, dealing with specific issues, recruiting committee members, informing members via FB
Organise yearly celebration event (this has been in September for the last two years). Event responsibilities should be designated to various committee and non-committee members	Once a year (need to start planning from approx. June onwards)	To celebrate our swimmers, volunteers to award trophies as agreed by committee, to thank everybody for their support, to bring the club together, introduce new club captains.