

Document Date Update	10.06.2018	
<b>Role</b>		
<b>President</b>		
<b>Requirments of role</b>		
To be the principal administrator for the Club, and ensuring the club and its members function effectively.		
<b>Duties</b>	<b>Frequency</b>	<b>Deadline</b>
Oversee and guide all decisions taken by the executive committee and sub committees	Ongoing	
In conjunction with the secretary, prepare and present the annual report	Annial	
Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated	Monthly	
Be familiar with the constitution, club rules, committee procedures and the Scottish Swimming rules and regulations	Ongoing	
Liaise with the Treasurer to ensure effective financial management of the club	Ongoing	
Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)	Annual	
To chair the General Committee meetings and the AGM	Monthly	
To provide line management for paid and voluntary staff	Ongoing	
To support and encourage the work of all involved	Ongoing	
To handle complaints appropriately	Ongoing	
To promote the need for regular training for all staff	Ongoing	
To ensure an effective, safe environment for all	Ongoing	
Oversee recruitment of new staff	Ongoing	
Follow and promote the SASA Well Being and Protection policy	Ongoing	
To oversee disaplinary decision making	Ongoing	
<b>Mandatory Qualifications and Training Required</b>	<b>Notes</b>	
Safeguarding & Protecting Children Workshop (renewable every 3 years)	Organised through Scottish Swimming	
Be a member of Scottish swimming		
<b>Role Specific Training - Non Mandatory</b>	<b>Notes</b>	
Attend Appropriate Training		
<b>Regulated work status</b>	<b>Notes</b>	
PVG Required	Organised through WPO	
Self declaration	Organised through WPO	
<b>Code of Conduct Requirements</b>	<b>Required Y/N</b>	
Sign and adhere to the Club's Officials & Volunteer Code of Conduct	Y	
	Y	
<b>Notes - Skills and Attributes</b>		
<p>Good organisation and communication skills</p> <p>Reliable &amp; trustworthy</p> <p>Approachable &amp; friendly</p> <p>Able to maintain confidentiality</p> <p>Confident in keeping order during meetings</p> <p>Prepared to make instant decisions when necessary</p>		
<b>Nominated Short term Depute in case of Holiday Illness etc</b>		
Vice-President		