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| Document Date Update | 12/06/2018 | |
| Role | | |
| Vice President | | |
| Requirments of role | | |
| To ensure the Club is run effectively and efficiently whilst providing a safe environment for all | | |
| Duties | Frequency | Deadline |
| To stand in for the Chairperson/ President in his or her absence [see list below] | As required | |
| Support the Chairperson/ President by working closely with him/her and accepting any delegated tasks that are assigned from the list below | As required | |
| Take responsibility for managing the Committee and the affairs of the club | As required | |
| Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded | As required | |
| Oversee and guide all decisions taken by the Committee and sub committees | As required | |
| In conjunction with the secretary, prepare and present the Annual Report | As required | |
| Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated | As required | |
| Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations | As required | |
| Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club | As required | |
| Represent the club at local, regional and national level | As required | |
| Follow and promote the SASA Well Being and Protection policy | As required | |
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| Mandatory Qualifications and Training Required | | |
| Safeguarding & Protecting Children Workshop (renewable every 3 years) | Organised through Scottish Swimming | |
| Be a member of Scottish swimming | | |
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| Role Specific Training - Non Mandatory | | |
| Attend appropriate training | | |
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| Regulated work status | Notes | |
| PVG required | Organised through WPO | |
| Self Declaration | Organised through WPO | |
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| Code of Conduct Requirements | Required Y/N | |
| Sign and adhere to the Club's Officials & Volunteer Code of Conduct | Y | |
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| Notes - Skills and Attributes | | |
| Enthusiasm, Good listener, Diplomacy, Good communication skills, Well organised, Prepared to make a regular time commitment, Decisive, Confident at some public speaking and keeping order during meetings | | |
| Nominated Short term Depute in case of Holiday Illness etc | | |
| The President | | |