

# CLUB CHAIRPERSON 1

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## Role

To be responsible for the implementation of good practice and child protection policies within the club.

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## Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident at public speaking

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## Main Duties

- To chair and control the meetings of the management committee
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the management and sub committees
- Oversee the work of officers and other club 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 club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee

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## Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

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## Benefits to Self

Contribution to ensuring a safe and well-managed club

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## Further Development/Support

How to Communicate Effectively

*A resource provided by Running Sport, available to download from their website*

[www.sportengland.org/runningsport](http://www.sportengland.org/runningsport)

'The Role of the Chairperson'

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Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website [www.britishswimming.org](http://www.britishswimming.org) or telephone the ASA on 01509 618700

Visit [www.sportengland/runningsport](http://www.sportengland/runningsport) to access this valuable resource

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## Useful Websites

ASA website	<a href="http://www.britishswimming.org">www.britishswimming.org</a>
Sport England	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>
NSPCC	<a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>
Volunteering England	<a href="http://www.volunteering.org.uk">www.volunteering.org.uk</a>
Millennium Volunteers	<a href="http://www.millenniumvolunteers.gov.uk">www.millenniumvolunteers.gov.uk</a>
DO-IT	<a href="http://www.do-it.org.uk">www.do-it.org.uk</a>
CSV	<a href="http://www.csv.org.uk">www.csv.org.uk</a>
Sports Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>

**Signatures:** Officer \_\_\_\_\_ Date:

Chairperson \_\_\_\_\_ Date: