



# DUNFERMLINE WATERPOLO CLUB

Secretary: Richie Metcalfe, 10 Plane Grove, Dunfermline KY11 8RA

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## **PRESIDENT / CHAIR Role Descriptor**

### **PURPOSE**

To ensure the Club is run effectively and efficiently whilst providing a safe environment for all.

### **MAIN FUNCTIONS AND DUTIES**

- Oversee and guide all decisions taken by the executive committee and sub committees
- In conjunction with the secretary, prepare and present the annual report
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- Be completely familiar with the constitution, club rules, committee procedures and the Scottish Swimming rules and regulations
- Liaise with the Treasurer to ensure effective financial management of the club
- Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- To chair the General Committee meetings and the AGM
- To provide line management for paid and voluntary staff
- To support and encourage the work of all involved
- To handle complaints appropriately
- To promote the need for regular training for all staff
- To ensure an effective, safe environment for all

### **SKILLS / ATTRIBUTES**

- Good organisation and communication skills
- Reliable & trustworthy
- Approachable & friendly
- Able to maintain confidentiality
- Confident in keeping order during meetings
- Prepared to make instant decisions when necessary



## **REQUIREMENTS**

- Complete an enhanced Disclosure Scotland check
- Attend appropriate training

## **TRAINING & SUPPORT**

- Safeguarding & Protecting Children Workshop (renewable every 3 years)

## **TIME COMMITMENT**

Time commitment can vary dependant on size and nature of club, and events attending.

