



Job Title – President

Responsible to - Membership of Menzieshill Whitehall SWPC

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

Duties and Responsibilities

- Abide by and promote all Club policies.
- To represent the Club in a professional manner.
- To chair the Executive/General meetings and the AGM.
- To ensure the club has up to date policies, such as Child Protection, Code of Conducts etc and ensure that these are reviewed regularly to ensure that they reflect the current recommended practices.
- Be completely familiar with the Clubs' constitution, Club rules, committee procedures, Midland District and Scottish Swimming's rules and regulations.
- To identify any weaknesses within the club's organisation or operation and take the necessary steps to rectify these.
- Liaise with the Treasurer to ensure effective financial management of the club.
- To support and encourage the work of all volunteers involved in the club's activities.
- To handle complaints appropriately.
- To ensure that all functions of the club are adequately staffed and operating correctly.
- To develop contacts with partnership organisations e.g. Scottish Swimming, Midland District, Local Authority and maintain working relationships.
- In conjunction with Head Coaches and Conveners of standing committee, promote the need for regular training for staff.
- Be prepared to make instant decisions when necessary.
- Be entitled to vote in the first instance and in the event of a tie act as the casting vote.
- Be available to speak with parents if necessary.

- Write letters as required.
- To represent the Club at external meetings when required.
- Attend fundraising events.

NB This is not an exhaustive list and can be adapted by the Club.