

Role Descriptor – Vice President

Purpose

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

Main function and duties

To support the President by working closely with him / her and accepting any delegated tasks that are assigned. Preside over the Club and it's affairs in the absence of the President as follows:

- 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
- To chair the 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

- PVG Scheme Membership
- Complete a self-declaration
- Be a member of Scottish Swimming
- Attend appropriate training
- Sign and adhere to the Club's Volunteer Code of Conduct

Training and Support

- Child Wellbeing & Protection in Sport (renewable every 3 years)
- National Chairs meetings and local club forums
- Volunteer Management workshops, SS Connect
- Virtual support network through the HIVE Learning platform

Time Commitment

- Can vary dependant on size and nature of club, and events attended

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