

# Vice Chair

## Introduction

The Vice Chair works closely with the Club Chair supporting them to undertake the leadership and governance responsibilities of the club. The Vice Chair may look to step into the role of Club Chair when the Chair is unavailable.

## Who are we looking for?

- You will have a passion for sport with a good knowledge of sports clubs, aquatics or leading an organisation.
- You will demonstrate strong leadership and communication skills.
- You will be approachable, diplomatic and supportive.

## What do we and the club expect from you?

- To support the Chair in the provision of direction and leadership to the club, dealing with issues as and when they arise.
- To assist the Chair in the planning and delivery of club and committee meetings.
- To support the Chair in overseeing decisions made by the management, sub committees, officers and other club personnel.
- To prepare and present the annual report in conjunction with the Club Chair and Secretary (if necessary).
- To help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and Swim England law and UK law.

## Level of commitment required

This will vary from club to club but will include attendance at club meetings and could include attendance (either with or on behalf of the Club Chair) at meetings with the Local Authority, pool operators, Swim England and County Sports Partnership staff. There may be other time commitments in addition to this to fulfil the above criteria.

## What support can you expect from Swim England?

- Access to resources and guidance via the 'Club Hub'.

## What will you gain from the experience?

This is a developmental and supportive role. Impact on the club will be determined by your own ambitions and enthusiasm. As well as your ability to support the Chair in providing leadership and direction to the club, it is an opportunity to develop the key skills and experience required to take on the role of Club Chair in the future.