

# Cheltenham Swimming & Water Polo Club



**JOB TITLE:** Hon Club Chairman

**RESPONSIBLE TO:** Club Membership

**SKILLS REQUIRED:**

- Enthusiastic
- Well Organised
- Ability to communicate with people

**MAIN DUTIES**

- 1) To be responsible for the overall running of the club, in line with the ASA Club constitution.
- 2) To manage the conduct of Club meetings, both members meetings and Committee meetings.
  - a. To preserve order.
  - b. To take care that proceedings are conducted in a proper manner.
  - c. To ensure that the business of the meeting runs smoothly in line with the ASA council rules of debate and ASA code of ethics.
- 3) Chair the General committee meetings of the club.
- 4) Chair the Annual General meeting of the club.
- 5) To ensure that the club's Policies, Procedures and Rules are applied.
- 6) To attend each Technical Committee's first meeting of the year, and ensure that a committee Chairperson is elected and that members are aware of their duties.
- 7) To follow and promote the ASA Child Protection policy.

Signatures: Chairperson.....*Teresa W P Middleboe*.....Date: *4/9/11*.....

Club secretary: .....*JAMC*.....Date: *9/10/11*.....