

# Roles & Responsibilities



## Recommended Skills

- Respects Confidentiality
- Good Management
- Remain impartial
- Leadership
- Delegator
- Empathetic
- Effective Communicator
- Tactful
- Planning
- Facilitator

## Commitment

- The time commitment can vary depending on the size of the club.
- It is recommended as good practice that the Club Chairperson needs to be available and accessible on a daily basis.
- It is recommended that prior to taking up the role of Chairperson experience is gained on the committee.

## Roles and Responsibilities

- Lead on good governance and efficient running of the club
- Comply with Swim Ireland recruitment policy
- Ensure good communication channels exist within the club
- Chairing regular committee and annual general meetings
- Helping others understand their roles and responsibilities through facilitation and delegation
- Being actively involved in developing an action plan for the club
- Representing the club at local, regional and national events
- Ensure the club fulfils its responsibilities to safeguard young people at club level
- Ensure the club complies with all legal responsibilities and Swim Ireland policies and procedures
- Manage and support the handover and succession plan of key roles within the club

## Benefits of volunteering in this role

- Pride in your ability to lead and manage your club.
- Working with other volunteers to make your club a success
- Experience working with and managing other volunteers is a skill you can use in current and future employment
- Meeting new people and making friends
- Setting a positive example to all members within your club

## Requirements

### Mandatory – General (U18) Clubs

- Safeguarding 1 workshop (Ireland)/ Safeguarding Children & Young People in Sport (NI)
- Garda Vetting/ Access NI
- Swim Ireland club membership
- Signed Code of Conduct

### Recommended – All Clubs

- Managing people, situations and conflict workshop
- Club development days and live webinars
- Online modules - Effective Committees, Effectives Meeting and Development Planning