



PRESIDENT JOB DESCRIPTION

JOB TITLE: President

RESPONSIBLE TO: Club Committee

AIMS AND OBJECTIVES

- To represent Hawick Amateur Swimming club professionally.
- To liaise with partners, members and the media.
- To ensure the effective general management of the club.
- To manage paid and voluntary staff.

DUTIES AND RESPONSIBILITIES

- To chair the General Committee meetings and the AGM.
- To provide line management for paid and voluntary staff.
- To ensure the club has up to date policies, such as Child Protection, Discipline and Complaint etc.
- To support and encourage the work of all involved.
- To handle complaints appropriately.
- To promote the need for regular training for staff.
- To ensure an effective, safe environment for all.
- To liaise with Scottish Swimming, local authority, other clubs and partners as required and maintain effective relationships.
- To work closely with the Treasurer to ensure effective financial management of the club.