

Role Title: Swim England London Chairperson

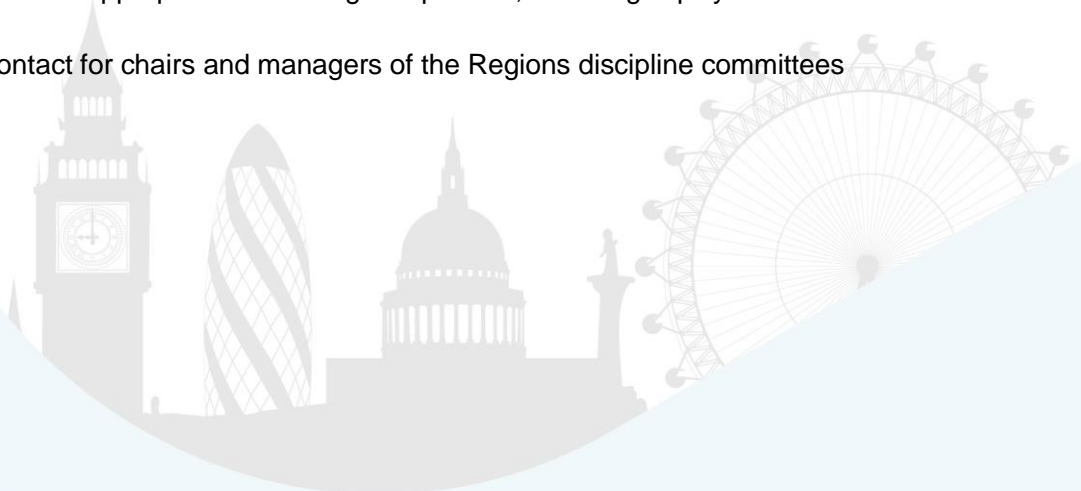
Responsible to: Swim England London Region Management Board

Role Purpose: To provide leadership and direction to the Regional Management Board, Line management responsibilities for the Regional Executive Officer and liaison with Swim England as and when required.

This is a voluntary role for a term appointment of 4 years with all reasonable expenses reimbursed in line with the region's expenses policy.

Responsibilities:

- Ensure the Region acts in accordance with its constitution
- Chair Management Board meetings, Annual Council meetings and Management meetings for Swim England London Region
- Provide leadership and direction to the Swim England London Board ensuring that agendas are appropriate and that the Board has relevant information in order to make decisions
- To liaise with the Swim England London Staff and line manage the Regional Executive Officer
- Develop the four year Regional Strategy in discussion with the Management Board, discipline committees and regional staff to reflect key priorities
- Through the Management Board, to direct and oversee the delivery of the Regional Strategic plan ensuring that it is aligned with Swim England plans
- To act as the liaison with Swim England on behalf of the Board
- Monitor the performance of the Region against agreed targets and to take appropriate remedial action if required
- Ensure that the Region's policies reflect best practice and good governance, seeking, where appropriate, suitable partners and funding to maximise opportunities
- Ensure that the Board monitors and evaluates the Region's budget and forecast to maintain a sound financial platform at all times
- Take appropriate steps to ensure that the Board members' skill and contribution levels are maximised
- Represent Swim England London Region at invited meetings
- Ensure adherence to appropriate Swim England policies, including Equity and Child Protection.
- Be a point of contact for chairs and managers of the Regions discipline committees



Swim England London Region

REGIONAL CHAIRPERSON

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Be a member of a Swim England London Club	Commercial / business background.
Demonstrable strong leadership skills with the ability to motivate members of the Management Board to form an effective and cohesive team.	
Previous experience of chairing a high level committee / board of a voluntary organisation	Knowledge and understanding of Swim England Club constitution
Well organised	
Able to delegate clearly and effectively	
Management experience and able to demonstrate competence in leading strategic planning and delivery	
An understanding of Swim Mark, Wave power, Swim England Laws and Regulations	
Communicates effectively and confidently	
Financial awareness and a knowledge of audit procedures and corporate governance	
Approachable and a good listener	
Involvement in, and knowledge of sports especially swimming, in a voluntary or professional capacity. In particular understand the key issues for clubs and counties, the relationships both between these partners and with the region.	
Comprehensive IT, literacy and numeracy skills.	Knowledge of Microsoft Office 365 and its functionality
Availability and willingness to attend meetings and deal with issues as and when required	

Competencies:

1. Builds effective relationships with Board members and Regional Staff Team ensuring all are committed to the common purpose.
2. Builds effective relationships with external partners as required by the Board
3. Further develops existing relationships with Swim England
4. Supports and guides the Board to make best use of their resources and capabilities.
5. Listens actively to Board members, ensuring that their views are heard before a decision is reached.
6. Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions. Where necessary, ensure the Board receives external "expert" advice.