

# Role Description: Chair of Masters Committee

## Type of Contract:

Voluntary role for a term appointment of 3 years with all reasonable expenses paid

## Location:

Swim England London Region

## Responsible to:

Swim England London Management Board

## Who can Apply:

Anyone who is a member or prepared to become a member of a Club affiliated to Swim England London

## Brief Description:

To provide leadership, direction and oversight to the Swim England London Region Masters Committee.

## Key Responsibilities:

- Chair Masters Committee meetings
- Provide leadership to the Masters Committee
- Act as the liaison with the Regional Board, Swim England and Regional staff, other London Region committees, and Swim England national on behalf of the Masters committee
- Ensure that the committee policies and strategy:
  - Meet the needs of Masters Swimming in London
  - Are coherent with the Regional Strategy
  - Reflect best practice and good governance
- Ensure that the committee monitors and evaluates its performance against the agreed budget, targets and performance indicators, taking remedial action where necessary
- Prepare and provide quarterly reports on masters development activity within the Region to the Management Board
- Prepare the annual regional masters development plan and budget, and present to the Board for approval
- Take appropriate steps to ensure that the committee members' skill and contribution levels are maximised

## Job Criteria:

### Effective Relationships

- Build effective relationships with all committee members, regional staff and the Masters community in London ensuring all are committed to the common purpose.
- Builds & maintain effective relationships with external partners as required.
- Build and maintain strong relations with all the other Swim England London Discipline Chairs.
- Work collaboratively with all the regions aquatic disciplines in particular when planning and identifying competition and event dates.
- Actively contribute to the masters committees meetings, discussions and decision making process
- Further develop the committees existing relationships with regional staff, clubs & representatives
- Readily identify opportunities to share knowledge, information and learning and make progress by working with colleagues

### Leadership

- Leadership skills coupled with the ability to develop a strong united committee.
- Management experience and able to demonstrate competence in leading strategic planning and delivery
- Influencing and communication skills
- Previous experience of chairing committees/board of a voluntary organisation

### Delivery

- Take ownership of problems in their own area of responsibility.
- Financial awareness and a knowledge of corporate governance
- Supports and guides the committee to make best use of their resources and capabilities.
- Involvement in, and knowledge of masters in a voluntary or professional capacity
- Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions.
- Where necessary, ensure the committee receives external “expert” advice.
- Set and achieve challenging goals and monitor quality.

### Experience

- Must have experience of Masters Swimming.
- Budgetary and financial management and reporting experience would be beneficial.

## How to Apply:

Applications to be submitted in the form of a Curriculum Vitae and a covering statement or letter via email to the Regional Director [Suzanne.philpot@londonswimming.org](mailto:Suzanne.philpot@londonswimming.org).

**Closing Date: 2<sup>nd</sup> May 2022**