

## **Bedfordshire ASA**

### **Role Description for Chairman**

The Chairman provides the central point for the management of the Association.

The Chairman is an Executive Officer and works in partnership with the Secretary and Treasurer to provide leadership of the Association to ensure that Beds ASA works efficiently and in the best interests of Bedfordshire clubs and their members.

The Chairman shall be a member of a club affiliated to the Association and a member of Swim England.

#### **Duties**

1. To provide leadership and direction to the Executive
2. To chair Executive Meetings and the AGM
3. To represent the County on the Swim England County Forum
4. To report to the Executive any potential breach in Swim England Law, the Constitution, Policies
5. To produce and manage a Business Plan for the county
6. To develop policies and strategies
7. To ensure continuity of development and implementation of plans within the county, across all disciplines
8. To promote the association's interests and represent the county as an organisation
9. To work with the Treasurer to produce annual budget and budget plans
10. To work with, and support, the Development Officer on a County Development Plan and support its implementation across all disciplines
11. To develop networks with clubs and other counties
12. To set up a Coach Forum and ensure regular meetings involving all clubs, and progress coach development
13. To promote SwimMark and Stronger Affiliation and other initiatives introduced by the governing bodies
14. To ensure that the county delivers suitable volunteer training – Safeguarding, Time to Listen, Team Manager, officials (in conjunction with Officials Secretary).
15. To ensure that Beds ASA keeps abreast of developments in the sport and that the Executive is advised of opportunities arising from national and regional initiatives
16. To have a knowledge and understanding of roles and responsibilities of other Executive posts.
17. To provide support, advice and guidance to post holders where appropriate
18. To ensure decisions of the Executive are implemented, and to monitor the implementation and progress of these decisions taken by the Executive
19. To publish appropriate information and news and the Beds ASA web site for the mutual benefit of clubs and athletes
20. To be a signatory of the Beds ASA bank accounts
21. To provide a report to the AGM