

NEWTON ABBOT SWIMMING CLUB

JOB DESCRIPTION: Chairman

JOB TITLE: Chairman

RESPONSIBLE TO: Club Committee and membership

SKILLS REQUIRED:

- Enthusiastic
- Well Organised
- Ability to communicate with people

MAIN DUTIES

The Chairman is responsible for the overall running of the Club with the assistance of the Treasurer and Secretary during his period of office.

The Chairman will usually be asked to report on the year's proceedings at the Annual General Meeting.

The Chairman's main duties are in relation to the conduct of Club meetings, both members meetings and Committee meetings.

In this he has three functions:

- To preserve order
- To take care that the proceedings are conducted in a proper manner.
- To ensure that the sense of the meeting is properly ascertained concerning any question which is properly before the meeting.

The Chairman must carry out these duties in good faith. This means, for example, the Chairman must not favour any particular section of a Committee or the membership but should exercise his powers impartially.

The Chairman should see that the business of the meeting runs smoothly. (See Appendix next page)

Abide by all policies and codes as required by the club, including the Club code of Ethics and Conduct and the ASA Code of Ethics

Follow and promote the ASA Child Protection policy

Time Commitment:

3 hours every month for Committee meetings, + AGM and consultation and discussion from time to time.

Chairman _____

Date: _____

President _____

Date: _____

JOB DESCRIPTION: Chairman continued.

Appendix

Conduct of Meetings

It is recommended that Clubs adopt Rules for Debate.

An example set of rules is the Rules for Debate at ASA Council. In particular regard needs to be given to the principles contained in the ASA/ISTC Code of Ethics.

In the event of disruption at meetings the Chairman should consider adjourning the meeting for calm to be restored.

The Chairman should not allow a meeting to commence or continue unless there is a quorum present. If the rules are silent a quorum will be a majority of the members except for a Committee when it will be all the members of the Committee. Usually the rules provide for a minimum number of members necessary for a quorum of a members or Committee meeting.. In Law, the minimum number is two, as a person cannot have a meeting with himself! It is advisable to have a reasonable number as a quorum to prevent a small number of members controlling the Club. The recommended minimum number is five full adult members

The two main methods of voting used at meetings of Clubs are a show of hands and a poll. Any member may demand a poll unless the rules provide otherwise. A poll is a precise method of ascertaining votes because each vote is recorded either on an individual voting slip or by signing a voting list. Sometimes, to ensure secrecy, particularly in the election of Officers a secret ballot may be used.

ASA Code of Ethics

(Extract)

In particular any member wishing to make any direct overt-criticism of an official or other member of the club in a general meeting must advise the Chairman in good time to enable the Chairman to advise such person in advance of the meeting in order that he is able to prepare himself for such criticism.

Furthermore, as a separate obligation on the chairman of the meeting when an official or member is the subject of criticism the chairman must specifically afford such person the opportunity to respond to include if requested consideration of an adjournment to enable the person to collect their thoughts.

Any failure to follow these principles may give rise to a complaint to a DJT under the ASA/ISTC Code of Ethics. It is not intended that the Code should be used to stifle democratic debate but ethical considerations and indeed common sense decency dictates that advance warning should be given to anyone who is to be the subject of criticism in a general meeting.