

Edmonton Phoenix Swimming Club

Role of Chair

RESPONSIBLE TO: Club Committee

MAIN DUTIES

1. To chair the meetings of Edmonton Phoenix Committee
2. To be involved, where appropriate in the co-ordination of all club activities.
3. Oversee decisions made by the Committee and its sub-committees.
4. Oversee the work of officers and other club personnel.
5. In conjunction with the secretary present the annual report at the AGM.
6. In conjunction with the Treasurer present the annual accounts at the AGM.
7. Consult with the secretary on the content of the agenda and minutes of meetings.
8. Keep up to date on ASA laws, regional rules and the club constitution.
9. Ensure that statutory documents and other returns are filed on time.
10. Advise the Treasurer on the use and investment of club funds.
11. Report to the officers of the Committee, at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the Committee.
12. Ensure website is kept up to date.
13. Act as main point of parental liaison on main club evenings.

Signatures

Officer Frank Browne

Date ...18/08/2007

Secretary Jackie Cunstall

Date ...18/08/2007