

Elected Board Member Role Description

Responsible to:	Management Board via the Regional Chairman
Appointed by:	Annual Council Meeting
Term of Office:	Three Years (unless to fill a casual vacancy)
Status:	Voluntary Post

The duties of an Elected Board Member shall include, but not be limited to the tasks listed below.

- To enhance the provision, and development, of swimming (in all forms) in the East Region by providing skills and experience to the sport through a seat on the Swim England East Region (SEER) Management Board for a designated period.
- In liaison with the Regional Chairman, and fellow Board members, establish within the region the vision and strategy for swimming, monitoring progress of the delivery of the vision and strategy annually. The vision and strategy will be based on the five pillars of Volunteers, Competitors, Officials, Financial Sustainability and Governance.
- If required, take a lead in certain areas for the Board.
- In liaison with the Regional Chairman, and fellow Board members, monitor and evaluate the work of the committees, together with any working groups established by the Board for a specific purpose, ensuring that they are achieving the key performance indicators, where appropriate on budget and on time as set out in the agreed plans.
- In liaison with the Regional Chairman, and fellow Board members, implement the financial policy of the region and monitor and evaluate the budget and forecast, at least quarterly, to ensure the maintenance of a sound financial platform at all times.
- Where appropriate, undertake specific roles as shall be decided from time to time by the Board.
- Attend the SEER events and meetings as appropriate.
- Maintain a current knowledge of the Board's activities, work of the Swim England East Region and the work of relevant committees, undertaking training where appropriate.
- In partnership with the Regional Chairman, and fellow Board members, report to the membership through the annual report.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Be a Swim England Member and a member of an SEER club	Experience of serving on and reporting to committees
Experience and understanding of one or more of the aquatic disciplines	Experience of managing budgets and in monitoring financial performance
A willingness to act within the principles of Good Governance at all times	Previous experience of working in a senior position within an organisation where strategic planning was part of the role
High standards of integrity and an ability to make decisions without bias or prejudice	An understanding of development in a sporting environment
Good interpersonal and communication skills – verbal and written	
A sensitive approach to the issues involved and the ability to work in a confidential environment	
Good organisational and literacy skills	
A willingness to work as a team, with the Regional Chairman and other Board members, for the good of the sport	
ICT literate, including knowledge of MS Word and experience of email	
Willingness to attend, and contribute to, Board and other meetings, including the reading of papers circulated prior to the meeting	
Willingness to represent East Region at national level if required	