

## Role Description for Regional Chairman

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| <b>Responsible to:</b> | The Members Forum                                                            |
| <b>Appointed by:</b>   | The Members Forum                                                            |
| <b>Term of Office:</b> | One to three years, dependant on how long other Directors have been in post. |
| <b>Status:</b>         | Voluntary Post                                                               |
| <b>Role Purpose:</b>   | To provide leadership and direction to the Board of Directors                |

### Summary

Swim England East Region is a company limited by guarantee with charitable status. In addition to being Chairman of the Board of Directors, the Regional Chairman is a company director and Trustee of the charity, and shares the responsibilities of those roles with other directors. In addition, the Regional Chairman has the following specific responsibilities:

### Responsibilities

- Ensure that the highest standards of governance are followed and that the Company acts in accordance with its Articles of Association and Regulations
- Chair Board meetings, Annual General Meetings and Regional Operations Committee meetings
- Provide leadership and direction to the Board ensuring that agendas are appropriate and that the Board has relevant information in order to make decisions
- To line manage the Regional Manager
- Develop a four year regional strategy to reflect key priorities
- To oversee the delivery of the Regional Strategic plan, ensuring that it is compatible with the plans of Swim England
- Ensure that the Board develops regional plans and budgets and monitors and evaluates these to maintain a sound financial platform at all times
- Take appropriate steps to ensure that the Board members' skill and contribution levels are maximised
- Review and approval of all regional policies
- Ensure adherence to relevant Swim England Policies including its Equity and Child Protection policies
- Be a point of contact for regional officers and discipline managers
- Liaise with the other regional chairmen and Swim England Senior Management Team as appropriate, including attendance at meetings of the Regional Chairmen's Group
- Be a champion of swimming in all its disciplines, and be an ambassador for the region at every opportunity

### Person specification

| ESSENTIAL                                                                                                                                                                              | DESIRABLE                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|
| Be a member of a Swim England East Region club                                                                                                                                         | Commercial / business background                                     |
| Strong leadership skills and ability to motivate members of the Board to form an effective and cohesive team                                                                           | Knowledge of the role of charity trustee                             |
| Previous experience of chairing a high level committee / board of a voluntary organisation                                                                                             | An understanding of sports development and the competition structure |
| Proven knowledge of the sport of swimming. In particular, an understanding of the key issues for clubs and counties, the relationships both between these partners and with the region | An understanding of Swim England governance and policies             |
| Experience of establishing and working to strategic plans and objectives                                                                                                               | Experience of line managing staff                                    |
| Comprehensive and current IT, literacy and numeracy skills                                                                                                                             |                                                                      |
| Approachable and a good listener, able to communicate effectively and confidently                                                                                                      |                                                                      |
| Efficient and well organised and able to delegate                                                                                                                                      |                                                                      |
| Availability and willingness to attend meetings and deal with issues as and when required.                                                                                             |                                                                      |

### Commitment

Attend SEER Board Meetings – currently monthly and online

Attend SEER AGM – annually in April

Attend Regional Operations Committee meetings – currently four a year and online

Attend Regional Chairs' Meetings – currently four a year and online

Attend County Forum Meetings – currently three a year and online

### Background Information

Attachment – extract from the Articles of Association – Part 5 - Directors

### Links to:

Swim England East Region Governance Documents (including the Articles of Association, Regulations, Matters Reserved for the Board)

Swim England East Region Governance structure

Board minutes

Charity Commission: The Essential Trustee

Role Descriptions for Finance Director and Member Nominated Directors