

Role Description

Role Title:	Member Nominated Director
Responsible to:	The Regional Chair
Appointed by:	The Annual General Meeting
Term of Office:	Three Years
Status:	Voluntary Post

Summary

Swim England East Region is a company limited by guarantee with charitable status. All members of the Board are company directors and Trustees of the charity. The responsibilities of directors are set out in Part 5 of the Articles of Association for the Company. The decisions and actions of the Board are subject to scrutiny by the Audit, Risk and Probity Committee.

Joint Responsibilities

- To provide leadership and direction to Swim England East Region
- Ensure that the highest standards of governance are followed and that the Company acts in accordance with its Articles of Association and Regulations
- Develop a regional strategy to reflect key priorities
- Oversee the delivery of the Regional Strategic plan, ensuring that it is compatible with the plans of Swim England
- Contribute to the development of regional plans and budgets and monitor and evaluates these to maintain a sound financial platform at all times
- Contribute to the review and approval of all regional policies
- Attend board meetings prepared to input effectively into discussions and decision making in the best interests of the region and its members.
- Ensure that all relevant Swim England Policies including its Equity and Safeguarding policies are followed and promoted throughout the Region
- Attend committee meetings as determined by the Board
- Be a champion of aquatics, and be an ambassador for the region at every opportunity
- Support the role of Regional Chairman, and substitute as required.

Person specification

ESSENTIAL	DESIRABLE
Be a member of a Swim England East Region club	Knowledge of the role of charity trustee
Ability to work as part of a team	An understanding of sports development and the competition structure
Previous experience of being part of a committee / board of a voluntary organisation	An understanding of Swim England governance and policies
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	
Experience of establishing and working to strategic plans and objectives	
Comprehensive and current IT, literacy and numeracy skills	
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 Committee meetings as required by the Board – this will be on an Ad Hoc basis

Background Information

Links to:

[Swim England East Region Governance Documents](#) (including the Articles of Association, Regulations, Matters Reserved for the Board and Swim England East Region Governance structure)

[Board minutes](#)

[Charity Commission: The Essential Trustee](#)