



# North District Artistic Swimming Convenor

## Purpose

To ensure that Artistic Swimming is promoted and supported within the North District.

## Person Specification

- Be or become a member of the SASA
- Good communication skills (verbal and written)
- Experience and knowledge of reporting methods
- Good organisational skills

The following may be acquired after taking post:

- Understanding of North District and Scottish Swimming structures
- Understanding of North District and Scottish Swimming Governance and Regulations
- Understand the benefits of Continuing Professional Development and Licensing

## Main Duties

- Promote Artistic Swimming within the North District
- Engage with Artistic Swimming clubs in the North District to determine educational needs of teachers, coaches and volunteers
- Establish and maintain relationships with the North District Artistic Swimming Committee
- Assist in the identification of training needs for CPD course development
- Attend North District Meetings, Annual General Meeting and Management Meetings as required
- Prepare a Convenor's Report for North District meetings and for the North District AGM
- Operate within an agreed budget determined at the North District Annual General Meeting
- Represent the North District on the National Artistic Swimming Committee or agree a depute
- Provide standard reports to meetings of the National Artistic Swimming Committee as required
- Conduct tasks as delegated by National Artistic Swimming Convenor
- Contribute towards the publication of a Development Plan for Artistic Swimming
- Assist in the development of a National Calendar for competitions, education and training for Artistic Swimming
- Assist with arrangement of National Events along with the assistance of others in the committee
- Work with applicable staff / volunteers where appropriate
- Respond to questions and enquiries from North District Clubs and individuals either personally or by referring them as appropriate

## Training and Support

- On the job training
- Support from North District Executive