



# North District Open Water Swimming Convenor

## Purpose

To ensure that the North District Open Water Swimming Committee performs the functions required of it and manages the activities that it is responsible for.

## Person Specification

- Be or become a member of the SASA
- Knowledge of Open Water Swimming event organisation
- Good communication skills (verbal and written)
- Experience and knowledge of reporting methods
- Good organisational and time management skills
- Able to delegate tasks yet retain effective overall control
- Able to reconcile differing viewpoints and handle difficult situations effectively

The following may be acquired after taking up the post:

- Understanding of North District and Scottish Swimming structures
- Understanding of North District and Scottish Swimming Governance and Regulations

## Main Duties

### ***Lead the North District Swimming Committee***

- Convene and chair North District Open Water Swimming Committee meetings. Approx. 6 per year but mostly in the lead up to and during the open water season. These may be in person or online.
- Attend North District Meetings, Annual General Meeting and Management Meetings as required.
- Prepare a Convenor's Report for North District Annual General Meeting and delegates meetings.
- Submit a budget for approval by the North District Annual General Meeting and operate within it.
- Promote the discipline of Open Water Swimming within the North District; including, as appropriate, displays, presentations and organisation of training sessions.
- Respond to questions and enquiries from North District Clubs and individuals either personally or by referring them as appropriate.

### ***Manage North District Open Water Swimming Championships***

- Present to a delegates meeting in the first quarter of the year, the programme, venue and entry fees for the North District Open Water Swimming Championships for that year.
- Lead the Open Water Swimming Committee in running the District Open Water Swimming Championships.

### ***Manage North District Open Water Swimming Development Opportunities***

- Prepare selection criteria for the North District Open Water Swimming team.
- Make preliminary arrangements for the Open Water Swimming team to compete at suitable events.
- Subsequently hand over, but continue supporting, the organisation of team trips to an appointed team manager in the event that they do not also take on this role.

### ***Represent North District at National Open Water Swimming Committee Meeting***

In the event that the Convenor is also the North District representative on the National Open Water Swimming Committee, undertake duties as given in the role description for district representatives.

## Training & Support

- Support from previous post holder and North District Executive