

North District Swimming Convenor

Purpose

To ensure that North District Swimming Committee performs the functions required of it and managing the activities that are the responsibility of the North District Swimming Committee.

Person Specification

- Be or become a member of the SASA
- 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 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 Swimming Committee meetings (approx. 5 per year)
- Present to the North District Annual General Meeting, an annual swimming programme for District Events for the following year
- Operate within an agreed budget determined at the North District Annual General Meeting
- Prepare a Convenor's Report for North District Meetings
- Attend North District Meetings, Annual General Meeting and Management Meetings as required
- Represent the North District on the National Swimming Committee or agree a depute (approx. 5 per year)
- Communicate decisions from the National Swimming Committee to the Swimming Clubs in North District or to ensure that this is done
- Respond to questions and enquiries from North District Clubs and individuals either personally or by referring them as appropriate
- Present nominations for awards to the North District Annual General Meeting as required
- Work with the Records Officer to maintain accurate North District Swimming Records

Manage North District Championships and Meets

- Working with appointed organising Clubs, take responsibility for the planning, implementation, management and review of District Championships and Meets

Manage North District Swimming Development Opportunities

- Select all athletes, coaching staff and team managers for swimming teams representing the North District
- Make relevant arrangements for Junior Academy events, including communication with athletes, and staff, after consultation with Scottish Swimming

Manage North District Competition Planning

- In conjunction with the Licensing Officer, control licensing and accreditation processes, ensure the venues for district competitions are booked, and manage the meet calendar planning processes.

Training & Support

- On the job training
- Support from North District Executive