

Title: Chair

Classification: Director, Volunteer

Club: Cranbrook Triton Swim Club

Term: Minimum, two-year, elected position

Reports to: Membership of Cranbrook Triton Swim Club (CTSC)

Direct Reports: Committee members as required

JOB OVERVIEW

The Chair is accountable for effective club governance along with ensuring board and membership adhere to the club's constitution and bylaws. The Chair chairs board meetings and is a voting member. They have overall responsibility to ensure that the club has the personnel and processes in place to deliver a highly effective competitive swimming program for the community.

ACCOUNTABILITIES

- Ensures that the board of directors are performing their functions in accordance with their job descriptions
- Ensures that the Club's activities are in align with the long-range goals and objectives
- Acts as the official contact for the club regarding general Tritons affairs including but not limited to Swim BC, Swimming Canada and other Swim Clubs
- Ensures Club's policies and procedures are current and adhered to
- Works to provide adequate resources for the Club's programs and services
- Acts as the media contact for the Club
- Responsible for all human resource issues including but not limited to chairing hiring committee, salary negotiations, and contracts
- Acts as one of the signatories for CTSC including but not limited to BC Gaming forms and banking
- Acts as the Club's representative on all legal matters pertaining to the CTSC
- Participates in the preparation of the annual budget with the Treasurer
- Oversees the financial planning and adherence to the annual budget
- Ensures we receive and retain our Certification of Insurance from Swim BC then forwards it on to the city each January
- Prepares annual report and presentation for the AGM and any other special meetings that may occur
- Ensures there is an adequate number of qualified coaching staff to run the program
- Liaises with the Coaching staff
- Works closely with the Vice President on all relevant matters
- Provides timely replies to inquiries made to the Swim Tritons inbox
- Acts of the CTSC representative for all City of Cranbrook work including but not limited to pool administration that is required

- Provides a monthly report to the board of directors at all regular meetings
- Attends CTSC board meetings on a regular basis
- Other duties as required

VOLUNTEER REQUIREMENTS

- Successful completion of a Criminal Record Check
- General computer knowledge
- Able to maintain confidentiality