

Vice-President - Swimming - Job Description

The Vice-President of Swimming is responsible for overseeing the activities of the Calgary Patriots Swim Club (the "Club") related to swimming, swim meets and functions.

Responsible To

The Vice-President of Swimming is directly responsible to the President and Members of the Club.

Responsibilities and Duties

The Vice-President of Swimming's responsibilities include, but are not limited to:

- In the absence of the President the VP-Swimming, or designate, will act as Chair at planned Member and Board of Director (the "Board") meetings as per the Club's Bylaws.
- Provide support to: the Meet Manager, the Officials Coordinator, the Social Coordinator, and the Team Administrator when requested/needed.
- As needed, act as a resource to the Head Coach to:
 - Provide ideas and support for the planning of development and training for Squad Coaches;
 - Assist the Head Coach with annual evaluations of the Squad Coaches as needed; and
 - Assist Head Coach with team development initiatives on request.
- Act as auditor of the Chaperone Policy working with the Team Administrator and report out to the Board; and
- Maintain key relationships of stakeholders at Swim Alberta and Repsol that support the interests of the Club as per need/agreement with the President and Head Coach.

Knowledge and Skills Required

- Effective communication and strong interpersonal skills;
- Positive and enthusiastic and can develop a good working relationship with the Coaching Staff and stakeholders;
- Well organized and can lead planning and projects on behalf of the Board;
- Experience leading small sub-teams in a not-for-profit or business setting would be an asset;
- Negotiation skills and some exposure to working with simple contracts would be helpful; and
- Understanding of the roles and functions supporting major swim meets hosted by the Club a requirement.

Estimated Time Commitment Required

The estimated time commitment required is two (2) hours per week. The Vice-President of Swimming is appointed for a two-year term, but may be elected for additional consecutive terms.

Evaluation

Self and by the Board annually.