

# Master Working Group Chair role description

## Introduction

The Chair acts as the figurehead of the sport, providing leadership and maintaining links with key stakeholders.

## Overall:

- As Chair of the Swim England Masters Working Group (“the group”) you will be responsible for ensuring the group is effective and meets its objectives
- The Chair will lead and organise the group working in conjunction with the Masters Officer to introduce improvements to the running and development of Masters swimming.
- Act as a spokesperson and figurehead as agreed by the Swimming Leadership Group.

## Specific Responsibilities:

- Provide leadership to the group ensuring that all members work effectively and fulfil their roles’ responsibilities.
- Proactively manage the members of the Group and take matters to the Swimming Leadership Group where needed
- Monitor the progress of work connected to the group.
- Work to ensure the relationship between the group, the community, the Swimming Leadership Group, Swim England employees and volunteers is efficient and functional.
- Ensure effective communication between the members and the group and the community.

## Main Tasks

- Design and Implement the terms of reference for the MWG, subject to the approval of the SLG and SOC.
- Manage the agenda for meetings and the direction of the sport.
- Chair at least three group meetings each year.

- Manage own tasks at and between group meetings as required.
- Delegate tasks at group meetings as required.
- Ensure a clear structure for, and the effective running of the group
- Establish and maintain contacts with key personnel in Swim England and other volunteers
- Give advice where required to Masters swimmers and volunteers about Masters.
- To ensure there is representation of Swim England at the Home Country Masters Swimming Management Group

### Skills required:

- Excellent knowledge and understanding of Masters and Swim England
- Passion and enthusiasm about Masters and the development of the sport
- A thorough understanding of the way effective volunteer groups work
- An appreciation of the needs of Masters Swimmers from all backgrounds and abilities
- Excellent communication and leadership skills
- The ability to articulate opinions and ideas
- The ability to work with people and command respect from the Masters community
- Sound judgement and an ability to be impartial.
- Awareness of issues surrounding the sport, and current initiatives that are in place

### Commitment:

- The chair is expected to attend all meetings, and be available for email communication on group matters outside meeting times.
- The demands on your time will vary greatly on average it is envisaged this post will take about 4-5 hrs work per week and 3 full day meetings per year.
- To take part in the annual planning process as required by Swim England