



CHAIR OF TRUSTEES

Volunteer Chair of Trustees for London Borough of Hounslow Swimming Club

Role Description

The Chair will hold the Board of Trustees, Executive Team and Club Officers to account for the Charity's mission and vision, providing inclusive leadership to the Board ensuring that each Trustee fulfils their duties and responsibilities for effective governance and growth of the Charity. The Chair will support the Chief Executive/Swimming Head Coach/Director and ensure that the Board works collaboratively to achieve the Charities agreed objectives. The Chair will act as an ambassador and public face of the Charity in partnership with the Chief Executive/Head Swimming Coach/Director.

Responsibilities

Strategic Leadership

- Provide leadership to the Charity and Board, ensuring that the Charity has maximum impact to beneficiaries
- Ensure Trustees fulfil their duties and responsibilities
- Ensure the Board operates within its charitable objectives, providing a clear strategic direction and business plan for the Charity
- Ensure the Board is able to regularly review all areas of the Charity's operations and satisfy itself that sufficient systems are in place to take advantage of opportunities and manage/mitigate risks
- Ensure the Board fulfils its duties to ensure financial health, growth with systems in place to ensure financial accountability

Governance

- Ensure the governance plans are working in the most effective way
- Develop the knowledge and capability of the Board of Trustees
- Encourage positive change and resolve any conflicts within the Board
- Appraise the performance of the Trustee Board and Chief Executive/Swimming Director on an annual basis
- Ensure the Board of Trustees is regularly refreshed, incorporating the right balance of skills, knowledge and experience for the maximum benefit of the Charity which reflects the diversity of the Borough and wider population
- Worth within any agreed policies adopted by the Charity

External Relations

- Act as an ambassador for the cause of the Charity
- Act as spokesperson for the organisation when appropriate
- Represent the Charity at external functions, meetings and events

Efficiency & Effectiveness

- Chair meetings of the Board of Trustees effectively and efficiently, bringing impartiality and objectivity to the decision making process
- Ensure that Trustees are fully engaged and decisions are taken in the best long term interests of the Charity with the Board taking collective ownership
- Foster, maintain constructive and positive relationships with and amongst the Board
- Work closely with the Chief Executive/Swimming Director to give direction to Board policy making to ensure meetings are well planned, meaningful and reflect the responsibilities of Trustees
- Monitor that decisions taken at meetings are implemented

Relationship with Chief Executive/Swimming Director & Wider Management Team

- Establish and build a strong, effective and constructive working relationship with the Chief Executive/Swimming Director.
- Support the Chief Executive/Swimming Director. Ensuring regular contact to develop and maintain an open and supportive relationship so concerns and challenges can be openly addressed and overcome
- Liaise with Chief Executive/Swimming Director to maintain and overview of the Charity's affairs providing support as necessary
- Conduct an annual appraisal and remuneration review for the Chief Executive in consultation with the other Trustees
- Ensure Chief Executive/Swimming Director has the opportunity for professional development and has appropriate internal and external professional support

Additional Information

If the Chair appoints a Vice Chair, he or she will act as the Chair when not available and undertake assignments at the request of the Chair.

The above list is indicative only and not exhaustive. The Chair will be expected to perform additional duties as are reasonably commensurate with the role.

Meetings with the Trustees and CEO/Swimming Director will be held at a minimum, 1 per quarter (4 annually) more as and when required. These can be face to face or virtually. It is recommended that at least 2 be face to face.

Time management to fulfil the role to a high standard and expectations of the Charity, Charity Commission and Governing Body can be set by you, although meetings need to be at time suitable for all Trustees. Able to work from home.

Personal Qualities

- Have a passion for sport for development and performance sport
- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Demonstrate strong leadership qualities with experience in leading a group of like minded individuals for a common purpose.
- Demonstrate tact and diplomacy with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the Charity
- Ability to foster and promote a collaborative team environment
- Be approachable, diplomatic and helpful
- Have the ability to maintain harmony in the Charity
- Invested in your personal development

Who we are

<https://lbhsc.org.uk/>

London Borough of Hounslow Swimming Club is an inclusive, Competitive Community Club est 1938 situated in the Borough of Hounslow. Passionate about sport for development, our aim is to provide opportunities to local people to learn, develop essential lifesaving water safety & swimming skills leading to a performance pathway if individuals wish, regardless of socioeconomic status, ethnicity, gender or identity. We are a dynamic progressive team focussed on providing a person centred approach to enable individuals to fulfil their aims and goals.

Successfully working in partnership with local community organisations who share the same purpose and passion. We are diverse throughout our organisation which reflects our Borough. It is important for us to recruit and be led by a Board of Trustees from diverse backgrounds as we embark on the change of legal Charitable status. The majority of our staff and volunteers are local people fostering a strong sense of community cohesion. We strive to save lives, tackle health and sport inequalities. We are supported by our Governing Body, Swim England as well as National Sport for Development Charities. Our Club is SwimMark Accredited meaning Swim England recognises high standards of governance, sustainability and effectiveness within our Club; all registered Swim Clubs must have SwimMark to operate. Here is an article highlighting our Community engagement:

<https://www.ukcoaching.org/resources/topics/stories/water-story!-swimming-coaches-put-residents-of-lon>

What support can you expect from the Charity?

- Be a member of the Club and Swim England with membership insurance
- Ability to access resources from Swim England and a range of Sports for Development National Charities that the Charity is part of
- Travel expenses within 15 miles by London Transport or own car paid
- DBS arranged and paid

This is a pivotal and highly rewarding role which success and impact on the Charity will be determined by your own ambition and enthusiasm. As well as your ability to guide and engage with others, it is an opportunity to take on new challenges, grow and develop personally. If you would like further information regarding Charities/Trustee Role Descriptions please follow this link: <https://www.gov.uk/guidance/charity-trustee-whats-involved>

To apply for this role please provide a covering letter attaching your CV if you have one, briefly outlining why you would like to be a volunteer on our Board of Trustees and what skills/interests you have which will add a positive impact to our Charity.

