

Duties of the Club Chairperson

- Provide direction and leadership to the club.
- Be one of the signatories on the club's bank account, as per the club constitution.
- Chair and control the meetings of the management committee.
- Be involved, where appropriate, in the coordination of all club activities.
- Oversee decisions made by the management, sub committees, officers and other club personnel.
- Present the annual report in conjunction with the Secretary.
- Present the annual accounts in conjunction with the Treasurer and arrange for the club accounts to be audited by an independent body.
- Consult with the Secretary on the content of the agenda and minutes of meetings.
- Help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also ASA law and UK law.
- Ensure that statutory documents and other returns are filed on time.
- Maintain a good working relationship with the pool providers(s).
- Advise the Treasurer on the use and investment of club funds. Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee.
- To deal with issues as and when they arise.
- To fulfil any club requirements, i.e. events and club management meetings.

Additional ADSC Specific duties

- Maintain the ethos of ADSC.
- Attend bimonthly ONB ASA Counties Exec meeting held at Bicester Leisure Centre.
- Attend quarterly Network meetings with the other clubs in the network.
- Promoter for all club license meets i.e. Club Championships.
- Ensure arrangements for all galas are in place, special responsibility for liaising with other BBATT clubs to arrange the annual meet.
- Responsible for setup of all home galas.
- Agree with treasurer annual budgets and other financial reports.