

# Role Description – Regional Chairperson

**Responsible to:** The Board of Directors

**Appointed by:** The Board of Directors

**Term of Office:** Four Years (from May 2025). Maximum term 9 years.

**Status:** Voluntary Post

**Role Purpose:** To provide leadership and direction to the Board of Directors

## Summary

Swim England West Midlands Region is a company limited by guarantee. The Regional Chairperson, is the Chairperson of the Board of Directors, and is also a company director sharing the responsibilities of this with the other directors. In addition, the Regional Chairperson has the following specific responsibilities:

## Responsibilities

- Ensure that the Company acts in accordance with its Articles of Association and Regulations.
- Ensure Governance of the Region is compliant with the recommendations laid out by Swim England.
- Leadership of the Board of Directors including;
  - Chair Board meetings and Annual General Meetings.
  - Ensure the Board has the appropriate mix of knowledge, skills and experience to meet the needs of the Regional Strategy
  - Ensure the membership of the board reflects the communities of the West Midlands to enable the board to make decisions on the needs of the region.
  - Provide leadership and direction to the Board ensuring that agendas are appropriate and that the Board has relevant information in order to make decisions.
  - Liaise with other Regional Chairpersons and Swim England Senior Management Team as appropriate, including attendance at meetings of the Regional Chairs' Group (five or six times a year). Membership of the Swim England Members' Forum and attendance at the Swim England Special General Meeting
  - Oversee the delivery of the Regional Strategic plan, ensuring it is compatible with the plans of Swim England.
  - Ensure best practice in pursuance of the Region's objectives.
  - Ensure that the Board develops regional plans and budgets and monitors and evaluates these.
- Advise the Regional Operations Manager (line management is undertaken by the Workforce Director).
- Ensure that all relevant Swim England Policies including its Equity and Child Protection policies are followed and promoted throughout the Region.
- Ensure the performance of the Board is appraised annually. Via the board members monitor the performance of its sub-committees, in line with the Regional Strategy.

- Ensure the interests of the West Midlands Region are represented in the Regional Chairpersons Group and in appropriate liaison with the Swim England Senior Management team and other governing bodies.
- Be a point of contact for regional officers and discipline managers and ensure that relationships and communication with County Associations / Sub Regions, Clubs and members across the Region are developed and maintained.

## Person Specification

Skills	Essential	Desirable
Strong leadership skills and ability to motivate members of the Board to form an effective and cohesive team.	E	
Financial skills in managing budgets in either a professional or voluntary role.	E	
Demonstrable good communication skills both verbal and written.	E	
People management skills		D
Project management skills	E	
Demonstrate sound Governance by personal and collective actions	E	
Comprehensive and current IT, literacy and numeracy skills	E	
Able to manage change	E	
Able to express objectives clearly and concisely	E	
High level of Integrity/Probity		
Ability to think and act strategically		
Able to deliver to specified requirements	E	
Efficient, well organised and able to delegate	E	
<b>Experience</b>		
Previous experience of chairing a board or committee of a voluntary or professional organisation.	E	
Experience and knowledge of aquatics through involvement in Club or County activities		D
Experience of establishing and working to strategic plans and objectives.	E	
Experience of line managing staff		D
Awareness and importance of Collective Responsibility - Ability to work in Partnership		
<b>Knowledge</b>		
An understanding of Swim England governance and policies		D
A knowledge and understanding of Community Sport in England and the key system partners		D
<b>Approach</b>		
Be a member, or willing to become a member, of a Swim England West Midlands Region club.	E	
Availability and willingness to attend meetings and deal with issues as and when required.	E	

## Commitment

Attend Swim England West Midlands Region Board Meetings – currently 7 per year, a mixture of face to face and online.

Chair Swim England West Midlands Region AGM – annually currently held online

Attend the Swim England Annual General Meeting – annually currently held online

Attend Regional Chairs' Meetings – currently 5/6 times a year, mostly online with occasional face to face meetings

Swim England – West Midlands is accountable to its Membership, its stakeholders and in particular to Swim England. As a consequence of this accountability and because of the level of responsibility and high-profile nature of the position of Chair, Swim England West Midlands must insist on the highest standards of integrity and probity from individuals nominated and/or applying for the position of Director. All nominations and applications will be carefully assessed.

## Contact

If you have any questions, or would like to pick up an informal conversation about the role, please contact Amanda Swan – Regional Operations Manager:

[Amanda.swan@swimming.org](mailto:Amanda.swan@swimming.org) or 07800647745