

# Role Description – Regional Board Director

**Responsible to:** The Chair of the Board

**Appointed by:** The Board of Directors or elected by the members at an AGM

**Term of Office:** Four Years (from 01 May 2025). Maximum term 9 years.

**Status:** Voluntary Post

**Role Purpose:** To be a Director of Swim England West Midlands and responsible for effective governance and financial management of the region

## Summary

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

## Responsibilities

- Ensure that the Company acts in accordance with its Articles of Association and Regulations.
- Demonstrate sound Governance by personal and collective actions.
- Attend regular executive board meetings prepared to input effectively into discussions and decision making in the best interests of the region and its members.
- Act as an advocate of, and for Swim England West Midlands.
- Provide leadership to both the voluntary and paid, full time elements of the sports.
- Take ownership and responsibility for a portfolio of work in relation to your specific role on the board, working closely with the relevant staff member to achieve specific outcomes.
- Ensure that all relevant Swim England Policies including its Equity and Child Protection policies are followed and promoted throughout the Region.
- Be a point of contact for regional officers and discipline managers and ensure that relationships and communication with County Associations, Clubs and members across the Region are developed and maintained.

## Person Specification

Skills	Essential	Desirable
Good leadership skills and ability to motivate members of the Board to work together in an effective and cohesive team.	E	
Financial skills in managing budgets in either a professional or voluntary role.		D
Demonstrable good communication skills both verbal and written.	E	
People management skills		D
Project management skills		D
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	E	
Ability to think and act strategically	E	
Able to deliver to specified requirements	E	
Efficient, well organised and able to delegate	E	
<b>Experience</b>		
Previous experience of sitting on a board or committee of a voluntary or professional organisation.		D
Experience and knowledge of aquatics through involvement in Club or County activities		D
Experience of establishing and working to strategic plans and objectives.		D
Awareness and importance of Collective Responsibility - Ability to work in Partnership	E	
<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.

Available and willing to answers calls and/or emails relating to the role in a flexible manner. Available to attend additional regional meetings relating to the role to ensure outcomes are met.

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 Director, 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