

Role Descriptor	Midland District President
Purpose	<ul style="list-style-type: none"> • To ensure the smooth running of the Midland District, providing support to the Midland District Executive and Midland District Clubs.
Main Functions & Duties	<ul style="list-style-type: none"> • To oversee and guide all decisions taken by the executive committee and sub committees • To liaise with the secretary on the Agenda for each meeting • To be completely familiar with the constitution, District rules, procedures and the Scottish Swimming rules and regulations • To liaise with the Treasurer to ensure effective financial management of the District • To chair the District Executive meetings and the AGM • To support and encourage the work of all involved • To handle complaints appropriately • To ensure an effective, safe environment for all • To promote the culture and values of Scottish Swimming to all District Clubs
Skills/Attributes	<ul style="list-style-type: none"> • Good organisation and communication skills • Reliable & trustworthy • Approachable and friendly • Able to maintain confidentiality • Confident in keeping order during meetings • Prepared to make instant decisions when necessary
Requirements	<ul style="list-style-type: none"> • Be a member of Scottish Swimming and an affiliated Midland District Club • Attend all Midland District meetings, the AGM and any EGM's called
Training & Support	<ul style="list-style-type: none"> • Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> • Attend 4 Midland District Meetings (2 hours approx..) + AGM (2-3 hours) each year • District Executive Meetings as required (approx. 1-2 hours) • Meeting preparation approximately ½ -1 hour prior to each Delegate meeting. • Paperwork approximately 1 hours per month.

Role Descriptor	Midland District Vice President
Purpose	<ul style="list-style-type: none"> To ensure the District is run effectively and efficiently whilst providing a safe environment for all
Main Functions & Duties	<ul style="list-style-type: none"> To stand in for the Chairperson in his or her absence [see list below] Support the Chairperson by working closely with him/her and accepting any delegated tasks that are assigned from the list below Take responsibility for managing the Committees and the affairs of the district Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded Oversee and guide all decisions taken by the Committee and sub committees In conjunction with the secretary, prepare and present the Annual Report Liaise with the Secretary on the agenda for each meeting Be completely familiar with the constitution, district rules, committee procedures and the National Governing Body rules and regulations Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the district Represent the district at local, regional and national level Follow and promote the SASA Child Protection policy
Skills/Attributes	<ul style="list-style-type: none"> Enthusiasm Good listener Diplomacy Good communication skills Well organised Prepared to make a regular time commitment Decisive Confident at some public speaking and keeping order during meetings
Requirements	<ul style="list-style-type: none"> Be a member of Scottish Swimming and an affiliated Midland District Club Attend and report to all Midland District Meetings.
Training & Support	<ul style="list-style-type: none"> On the job training? Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> Attend 4 Midland District Meetings + AGM each year Average of 2 hours per week

Role Descriptor	Midland District Immediate Past President
Purpose	<ul style="list-style-type: none"> To ensure the smooth running of the Midland District, providing support to the Midland District President, Executive and Midland District Clubs.
Main Functions & Duties	<ul style="list-style-type: none"> To support the Midland District President, Executive and Midland District Clubs To support and encourage the work of all involved
Skills/Attributes	<ul style="list-style-type: none"> Good organisation and communication skills Reliable & trustworthy Approachable and friendly Able to maintain confidentiality
Requirements	<ul style="list-style-type: none"> Be a member of Scottish Swimming and an affiliated Midland District Club Attend all Midland District meetings, the AGM and any EGM's called
Time Commitment	<ul style="list-style-type: none"> Attend 4 Midland District Meetings (2 hours approx.) + AGM (2-3 hours) each year District Executive Meetings as required (approx. 1-2 hours) Paperwork approximately ½ hours per month.

Role Descriptor	Midland District Secretary
Purpose	To ensure the smooth running of the Midland District, providing support to the Midland District Executive and Midland District Clubs.
Main Functions & Duties	<ul style="list-style-type: none"> • Organise Midland District delegates' meetings, Executive meetings and AGM/EGM as necessary • Provide a Secretary's report for Midland District meetings • Collate and issue minutes and agenda to all Midland District Clubs, Committee Conveners and Life members. • Ensure distribution of club annual affiliation paperwork and fees. • Complete returns annually to Scottish Swimming as per templates received. • Represent the Midland District on Scottish Swimming forums when required • Provide advice and support to all Midland District Committees and Clubs as and when required • Check Club Governance Documents against the Model Constitution annually <p>In absence of a Minute Secretary – to take minutes and prepare for circulation.</p>
Skills/Attributes	<ul style="list-style-type: none"> • Good organisation and communication skills. • Reliable & trustworthy • Understanding & an appreciation for the need for confidentiality
Requirements	<ul style="list-style-type: none"> • Be a member of Scottish Swimming and an affiliated Midland District Club. • Attend all Midland District meetings, the AGM and any EGM's called.
Training & Support	<ul style="list-style-type: none"> • On the job training • Support from previous post holder & District Executive • Model Constitution support available from Executive and Scottish Swimming RSDM.
Time Commitment	<ul style="list-style-type: none"> • 4 Midland District Delegate meetings generally 1.75 – 2 hours each • 1 Annual General meeting plus any EGM's called - approximately 2-3 hours each • District Executive Meetings as required - approximately 1-2 hours each. • Meeting preparation - approximately 1-2 hours prior to each Delegate meeting/AGM/EGM. • Paperwork/emails/etc, approximately 2 hours max per month.

Role Descriptor	Midland District Treasurer
Purpose	<ul style="list-style-type: none"> • Ensure that the District finances are organised and managed effectively
Main Functions & Duties	<ul style="list-style-type: none"> • Responsible for the District finances • Deal efficiently and effectively with all income and expenditure • Keep up to date records of all financial transactions • Ensure that funds are spent properly • Issue receipts and record all monies received • Attend committee meetings and present the budget report • Prepare the end of year accounts to present to the auditors and AGM • Plan the annual budget in agreement with the committee plan • Monitor the budget throughout the year
Skills/Attributes	<ul style="list-style-type: none"> • Good organisation and communication skills • Reliable & trustworthy • Ability to keep records • Confident when dealing with figures and money
Requirements	<ul style="list-style-type: none"> • Financial experience • Be a member of Scottish Swimming and an affiliated Midland District Club • Attend and report to all Midland District Meetings.
Training & Support	<ul style="list-style-type: none"> • Relevant accounting software training • Support from previous post holder & District Executive
Time Commitment	<ul style="list-style-type: none"> • Attend 4 Midland District Meetings + AGM each year • Attend 2 Executive Meetings + Budget Meeting each year • Average of 2-3 hours per week