



## Invitation to Apply for the Role of Chairman of the Kent County ASA Management Committee

Applications are invited from suitably experienced individuals for the role of Chairman of the KCASA Management Committee. This is an opportunity to influence and lead the future development of aquatics at all levels of the sport within the County. Applications are invited from as wide a range of interests as possible although it would be expected that the successful application would have experience of sport in general if not aquatics specifically.

The Chairman presides over seven meetings of the KCASA Management Committee per year plus the KCASA Annual and any Special Council Meetings, and works with the Management Committee members to manage the business of the county.

The successful applicant should demonstrate good leadership and management skills, have operated at a senior strategic level and have experience of managing change. Full details can be found in attached role specification.

The appointment is for a three-year term. The role of Chairman is voluntary with agreed expenses paid.

### Timescales:

- Applications shall be made in writing, identifying relevant expertise and experience and should be sent to [john.handley@kentswimming.org](mailto:john.handley@kentswimming.org)
- The closing date for applications is noon on 16 May 2018
- It is anticipated that interviews will take place from 25 May 2018
- The intention is to select a candidate ready to be introduced to the County at the KCASA ACM on 16 June 2018
- For any additional information, please contact [john.handley@kentswimming.org](mailto:john.handley@kentswimming.org) or visit the website at <http://www.kentswimming.org/index.html>





## Chairman – Role Specification

Responsible to the KCASA Management Committee

Term: 3 years from 16 June 2018

### Main purpose

- To provide leadership to Kent County ASA (the Association)
- To ensure the KCASA Management Committee functions properly
- To ensure the Association is managed effectively
- To provide support to the Association's officers and appointed persons
- To represent the Association at local, Regional and National levels

### Responsibilities

- Leadership of the KCASA Management Committee:
  - To chair KCASA Management Committee meetings and the Association's Council meetings
  - To maintain an overview of the Association's sub-committees
  - To liaise with other Counties, the Regions and the Amateur Swimming Association (ASA)
- With support from and where appropriate in consultation with the KCASA Management Committee:
  - To formulate and draft the Association's Strategic Plan and after approval to support the Association's implementation of it with all appropriate expedition
  - To assist and where necessary and advise the Association's Treasurer or other relevant Officer(s) in preparing the Association's Budget
  - To ensure that necessary skills are represented on KCASA Management Committee and that a succession plan is in place to help find new KCASA Management Committee members when required
  - To ensure that the Association acts in accordance with its constitution
  - To ensure best practice in pursuance of the Association's objectives

### Experience and Skills

- Previous experience of chairing a board or committee of a voluntary or professional organisation
- Sport-based experience through involvement in Club or County management
- Financial skills in managing budgets in either a professional or voluntary role
- People management skills
- Demonstrable people communication skills both verbal and written
- Project management skills:
  - IT literate
  - able to express objectives clearly and concisely
  - able to deliver to specified requirements

### Time commitment

- Attend KCASA Management Committee meetings (7) plus the KCASA Annual and any Special Council Meetings per year
- Undertake administrative and other tasks necessary to fulfil the role
- Attend local Regional and National events as necessary
- Attend other KCASA Committee meetings as required

