

**VICE PRESIDENT
JOB DESCRIPTION**

I - THE ROLE

As Vice President of Scottish Swimming you will represent the Scottish Amateur Swimming Association, an entity made up of circa 20,000 members who have delegated the day to day running of the business to the Scottish Amateur Swimming Association Limited, a company trading as Scottish Swimming.

As Vice President, you will support the President and the Council who will meet at least three times per year to:

- To delegate and vest in the Company the day to day running of the business of the SASA and to transact all SASA business.
- To maintain a financial overview of the Company through the receipt of finance reports on income and expenditure and progress of the approved budgets of National Committees.
- Be responsible for the governance documentation for SASA and the Company.
- Have the responsibility for approving changes to the club "model" documents.
- Be responsible for putting in place a mechanism to ensure that all Districts operate in a consistent manner.
- Approve payments of honoraria to the Company Board members.
- Make recommendations to the Scottish Swimming Annual Meeting for patrons and life members.
- Award the Nancy Riach Medal, the WG Todd Prize and Cup and the JY Coutts Memorial Award.
- To enact the reserve powers of the Members in accordance with the Company Articles.

Specific Duties:

- Deputise for the President as required.
- Sit on the appointments panel for the Chair of the Company Board, the Company Board Members and the Scottish Swimming Chief Executive.
- Attend the Annual General Meeting, which is held on the last Saturday of February
- Attend district and club events as appropriate
- Attend other appropriate meetings and forums for representing Scottish Swimming throughout the year
- Scottish Swimming representative to the Scottish Schools Swimming Association (year 2)

II- COMMITMENT

The commitment of the Vice President equates to approximately 1 days of work per month and involves travel throughout Scotland.

III - TERMS AND CONDITIONS

- **Tenure of Post** - The post will be for a period of **2 years**. The second of which will include sitting on the Company Board.
- **Expenses** - Although the Vice President is a volunteer position, expenses will be paid monthly in accordance with the current Scottish Swimming volunteer rate.