

# Club Committee Member Guidance Role



## PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
Strong communication skills coupled with the ability to present own views in a clear, concise manner.	Previous experience of high level committee activity in a voluntary organisation
Experience of setting and working to a Vision and strategic plan.	Previous experience of working in a senior position within an organisation where strategic planning was part of the role
Knowledge of elite sport and the Vision.	Broad experience in numerous roles within the sport
Comprehensive literacy and numeric skills	Proven numeric and literacy skills demonstrated through current or previous employment.
Experience of establishing Financial policy and monitoring financial performance	
Knowledge of audit procedures and corporate governance	

## COMPETENCIES (For guidance only)

1. Builds effective relationships with the Chairman, fellow Committee members ensuring all are committed to the common purpose.
2. Builds effective relationships with external partners as required by the Committee.
3. Expresses both orally and in writing, ideas that information in ways that are appropriate, accurate and concise.
4. Listens actively to individuals and organisations so that needs are identified, innovates to meet those needs and checks that needs have been met.
5. Listens actively to all fellow Committee members, ensuring that their views are heard.
6. Solves problems creatively by, identifying the problem, evaluating the alternatives and finding innovative solutions.
7. Can see opportunities and originate action in pursuit of achievement Swimming's Vision, corporate plan and strategic goals.
8. Identifies training needs for self and undertakes relevant training.
9. Follows the principles of corporate governance and Swimming's Code of Conduct.
10. Makes controlled responses in stressful situations, such as when faced with negative responses or excessive workload.
11. Sets high standards for self and others and is dissatisfied with average performance.

Swim Wales

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