

**OPEN WATER COMMITTEE CHAIR  
JOB DESCRIPTION**

## **I - THE ROLE**

You will work with the Open Water Committee to lead the strategic direction of the Open Water discipline. You will chair Open Water meetings, which are held approximately every quarter. These are normally held on a Saturday or Sunday at the National Swimming Academy. You will also be required to attend the Annual General Meeting, which is held on the last Saturday of February.

The chair will work closely with the Committee to take forward the Open Water Development Plan and will liaise with the Performance Director to achieve this.

**As Open Water Committee Chair, you are required to support the Open Water Committee in the following areas:**

### **General Responsibilities:**

- Organise and Chair Open Water committee meetings.
- Review and bring forward for the approval of the Board of Directors, amendments to the Regulations for Open Water Swimming before promulgation of the Regulations to the membership.
- Submit an Annual Open Water Report to the Company by 15 November each year.
- Submit to Scottish Swimming Staff reports as requested by the Board of Directors.
- Submit a proposed budget for their forward programme to the Board of Directors and be accountable and responsible for the implementation of the agreed programme.
- Control the budget in conjunction with the Open Water Committee.
- Prepare a development plan and monitor/report progress.

### **Specific Responsibilities:**

- Coordinate recruitment of suitably qualified persons for the positions of
  - Open Water Team/Squad manager
  - Domestic Events Co-ordination
  - Technical Officials Co-ordinator
  - Safety Co-ordinator
- Ensure that the holders of these positions are supported to carry out their responsibilities where necessary.
- Draft and formulate Regulations for open water swimming activities held in Scotland in conjunction with the Technical Officials Co-Ordinator.
- Decide on the interpretation of Regulations pertaining to Open Water Swimming and providing rulings thereon.
- Liaise with Great Britain Swimming Technical Committee when requested.
- Coordinate Licensing of Scottish Open Water Events.

## **II- COMMITMENT**

The commitment of the Open Water Chair equates to approximately **2** days of work per month and involves chairing approx. 4 meetings per year.

## **III - TERMS AND CONDITIONS**

### **• Tenure of Post**

The post will be appointed by the Board of Directors for a period of **2 years**, subject to annual approval.

### **• Membership Requirement**

The post holder must be a member of the Scottish Amateur Swimming Association.

### **• Expenses**

Although the Open Water Committee Chair is a volunteer position, expenses will be paid monthly in accordance with the current Scottish Swimming volunteer rate.