



Scottish Schools Swimming Association (SSSA)

Committee Member and Trustee

Role Description

PURPOSE

Our trustees play a vital role in making sure that Scottish Schools Swimming Association (SSSA) achieves its core purpose. They oversee the overall management and administration of the charity. They also ensure that SSSA has a clear strategy and that our work and goals are in line with our vision. Just as importantly, they support and challenge the executive team to enable SSSA to grow and thrive, and through this, achieve our mission.

Committee members have a collective responsibility. This means that trustees always act as a group and not as individuals.

CHARACTERISTICS OF A COMMITTEE MEMBER AND TRUSTEE INCLUDE:

Person willing to bring energy, enthusiasm and commitment to the role, and who will broaden the diversity of thinking on our committee.

Ideally you will have previous governance experience in either a school or aquatics organisation.

MAIN FUNCTIONS AND DUTIES

- Support and provide advice on SSSA's purpose, vision, goals and activities.
- Approve operational strategies and policies, and monitor and evaluate their implementation.
- Oversee SSSA's financial plans and budgets and monitor and evaluate progress.
- Ensure the effective and efficient administration of the organisation.
- Ensure that key risks are being identified, monitored and controlled effectively.
- Review and approve SSSA's financial statements.
- Provide support and challenge to SSSA's President in the exercise of their delegated authority and affairs.
- Keep abreast of changes in SSSA's operating environment.
- Contribute to regular reviews of SSSA's own governance. Attend Committee meetings, adequately prepared to contribute to discussions.
- Use independent judgment, acting legally and in good faith to promote and protect SSSA's interests, to the exclusion of their own personal and/or any third party interests.
- Contribute to the broader promotion of SSSA's objects, aims and reputation by applying your skills, expertise, knowledge and contacts.
- As a small charity, there will be times when the trustees will need to be actively involved beyond Committee meetings. This may involve scrutinising Committee papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, presenting externally, or other issues in which the trustee has special expertise.



SKILLS / ATTRIBUTES

- Willingness and ability to understand and accept their responsibilities and liabilities as trustees and to act in the best interests of the organisation.
- Ability to think creatively and strategically, exercise good, independent judgement and work effectively as a board member.
- Effective communication skills and willingness to participate actively in discussion.
- A strong personal commitment to equity, diversity and inclusion.
- Enthusiasm for our vision and mission.
- Willingness to lead according to our values.
- Commitment to the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

REQUIREMENTS

- PVG Scheme Membership
- Complete a self-declaration
- SSSA committee member
- Attend appropriate training

TRAINING AND SUPPORT

- Child Wellbeing & Protection in sport workshop (renewable every 3 years)
- Child Wellbeing & Protection officer training workshop (renewable every 3 years)

TIME COMMITMENT

- Attending 4 Committee meetings annually. Currently meetings are held remotely
- Attending SSSA Annual General Meeting
- Supporting Annual SSSA swimming finals