



water safety  
Scotland

# **Roles and Responsibilities**

**Water Safety Scotland**

## Document History

Approval by Water Safety Scotland Steering Group:

Date	Version
07/07/2017	1

Approval by Chair of Water Safety Scotland:

A handwritten signature in black ink, appearing to read 'M. D. A. S.', positioned above the date.

07/07/2017

## Roles and Responsibilities

This document provides the roles and responsibilities of the Steering Group of Water Safety Scotland and individual organisations (where appropriate). This document should be read in conjunction with the Terms of Reference and forms part of Water Safety Scotland's governance.

### The Steering Group

The Steering Group supports Water Safety Scotland and works to plan and promote its main objectives. The Steering Group is made up of the Chair, Vice Chair and Secretariat. The Steering Group shares collective overall accountability. Decisions made must include all three members and are therefore liable in equal proportion. The Chair has the casting vote. In special circumstances where the Steering Group fails to reach a satisfactory decision or the subject matter requires extra insight; the issue will be presented to the main Water Safety Scotland group for a vote.

#### Key Responsibilities

- Accountability for planning meetings, agendas and reviewing minutes
- Overall accountability for governance Approval of all branding in line with the branding guidelines
- Member engagement and management
- Approval and support of new subgroups and working groups
- Consultation on all subgroup objectives and activities.

### Chair

The Chair's purpose is to provide leadership to ensure Water Safety Scotland's aims are achieved within the rules of the governing documents (Terms of Reference, Branding Guidelines, Memoranda of Understandings and other governance articles). The Chair represents Water Safety Scotland publically as the figurehead and is responsible for ensuring tasks are completed.

#### Key Responsibilities

- Responsibility for planning meetings, agendas and reviewing minutes
- Ensuring Governance documents are complied with at all times and only activities that are agreed by the Steering Group are progressed
- Chair the main group meetings
- Welcome new members and introduce guests
- Representing the group on the National Water Safety Forum and providing updates to the main Water Safety Scotland group
- Representing Water Safety Scotland to outside organisations and events
- Ensuring decisions are carried out
- Providing leadership and direction to Water Safety Scotland and its members
- Ensuring sufficient consideration of issues
- Promoting consensus among members
- Delegating tasks.

## **Vice Chair**

The Vice Chair assumes the role and responsibilities of the chairperson in their absence. In addition to this, the Vice Chair has specific responsibilities within Water Safety Scotland.

### **Key Responsibilities**

- Consultation on the planning of meetings, agendas and reviewing minutes
- Supporting the Chair in the preparation of meeting agendas
- Promoting the governance documents and ensuring only activities that are agreed by the Steering Group are progressed

## **Secretariat**

The Secretariat's purpose is to support the chair in ensuring the functionality of Water Safety Scotland. The Secretariat is the reference point for the Chair, Vice Chair and other Water Safety Scotland members.

### **Key Responsibilities**

- Supporting the Chair in the preparation of meeting agendas
- Sending notice of meetings and agendas to all members with any necessary papers
- Responsibility for taking and maintaining minutes
- Updating the Terms of Reference
- Maintaining membership lists and organisation records confidentially.
- Dealing with correspondence and monitoring social media
- Organising representation of the Chair at events and functions
- Producing an annual report on Water Safety Scotland for members and the public.

## **Specific Organisational Roles**

In addition to the roles of the steering group, individual organisations also hold specific roles and responsibilities. These are detailed below:

### **RNLI**

- Chair of the Suicide Subgroup
- Responsibility for updating Water Safety Scotland facebook page
- Supporting and promoting WAID

### **RoSPA**

- Responsibility for updating the Water Safety Scotland Logo and the creation of specific brand guidelines
- Responsibility for the facilitation of Scotland's response to the UK Drowning Prevention Strategy (shared with RLSS UK)
- Responsibility for updating and managing the Water Safety Scotland website
- Responsibility for updating twitter

- Supporting and promoting WAID as well as carrying out any specific Scotland data requests (under the approval of NWSF)

#### **RLSS UK**

- Responsibility for the original branding of Water Safety Scotland
- Responsibility for the facilitation of Scotland's response to the UK Drowning Prevention Strategy (shared with RoSPA)
- Chair of Education Subgroup
- Supporting and promoting WAID

## **Appendix 1: RASCI**

RASCI Responsibility Matrix is a method to help assign responsibility to a specific task. The following roles are applicable:

**R** – Responsible – who is responsible for carrying out the task?

**A** – Accountable – who is accountable for the task?

**S** – Support – who helps to support the task?

**C** – Consulted – who consults over the task?

**I** – Informed – who should be kept informed about the task?

**See below for Water Safety Scotland's RASCI Matrix.**

## RASCI Matrix – Water Safety Scotland

Step	Tasks	Steering Group	Chair	Vice Chair	Secretariat	RNLI	RoSPA	NWSF	RLSS UK	Strategy Subgroup	Main Group
1	Meeting Agenda	A	R	C	S,C						I
2	Minutes of Meetings	A	C	C	R						C
	Adherence to Governance	A	R	S,C	S,C						
	Terms of Reference Updates	A	S,C	S,C	R						I, C
3											
4	NWSF updates	C	R, A								I
5	WAID updates	I, C				S	S	R, A	S		I
6	Membership	A	R	S,C	R						I
7	Branding Governance	R,A									I
8	Logo & Branding edits	A	C				R	C	R		I
9	Strategy Response	A				S,C	R		R	S, C	I, C
10	Education Subgroup	A, C, I			S				R		I
11	Building Safer Communities	A	R	S,C	S,C						I
12	Website	I,C					R,A				I, C
13	Twitter	I, C					R				
14	Facebook	I,C				R					
15	Suicide Subgroup	A, C, I			S	R					

16	Decision Making	R,A	R	C	C
17	Representing WSS	A	R	C	S,C
18	Policy Subgroup	A,C,I			

I,C