



Role Outline: Chair

ROLE: Chairperson

RESPONSIBLE TO: Club Committee

Ideally you'll be:

- An experienced and effective manager (don't discount parenting skills here!);
- Confident and good at communicating;
- Diplomatic and discreet;
- Well-acquainted with the running of the club;
- Well-organised.
- Awareness business administration and practices

Please note that free online training modules are available if required

Responsibilities:

- Lead the Committee in the efficient running of the club
- Chair and facilitate regular committee meetings and the Annual General Meetings (AGM) to ensure they are productive, timely and orderly and approve the minutes prior to publication.
- Presentation of Club Awards at Annual Awards Event and selection of awards with sub-committee.
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Communicating with various members within the club
- Organise or delegate the running of the annual Chairman's 5k prior to AGM (route & marshalling)
- Being actively involved in creating and following a Club Development Plan
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies

- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- Undertaking duties in line with Club Policy and procedures
- To be proactive in asking for help in the event of being unable to fulfil the responsibilities of the role