

Roles & responsibilities

Chair Person

ROLE TITLE: Chair Person

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED: Enthusiastic

Well organised

Prepared to make a regular time commitment

Prepared to make instant decisions when necessary

Confident at some public speaking and keeping order during meetings.

MAIN DUTIES:

- Take responsibility for managing the executive committee and the affairs of the club.
- Oversee and guide all decisions taken by the executive committee and sub committees.
- In conjunction with the secretary, prepare and present the annual report and respond to emails.
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations.
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Help to prepare and submit any statutory documents that are required (e.g. grant aid reports).
- If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda
- Maintain and update website and Facebook page
- Developing coaches and coaching

TIME COMMITMENT: Approximately 2 hours each week and some of these will be at weekends and in the evenings.