



# Chairman

## Job Description

- Role: Club Chairperson
- Responsible to: Club committee and club members
- Role purpose: To ensure an efficient and well managed club
- Commitment: Committee meetings and various managerial tasks

## Main Tasks

To chair committee meetings and control the agenda at meetings including AGM and EGMs.

To be a point of contact for all members to advise and facilitate access to officers of the club and direct enquiries to the appropriate committee member/ club officer.

To encourage members to take part fully in the activities of the club

To act as a mediator in any dispute between club members should that situation arise

To ensure club disciplinary procedures are adhered to, and all club and NGB procedures concerning child welfare are followed and to ensure any child welfare concerns are directed to the club child protection team

To ensure club procedures for the signing of cheques for any purchases is strictly adhered to and liaise with the club treasurer on any financial matters

## Skills required

Organised, honest and trustworthy

Knowledge of the club is essential

Background in management is desirable

Strong leader who can be objective

Confident and effective in communication

Enthusiastic and able to motivate others