

CHAIRPERSON



JOB DESCRIPTION

Responsible To: Accountable to Committee

Job Purpose: To ensure the run efficiently, administratively, financially and socially to support the efforts of the club.

MAIN DUTIES

- Exercising due diligence to ensure that the clubs administration and policies meet the standards of the sports governing body.
- Formulating policies for the clubs development.
- Chairing quarterly meetings and AGM. Ensuring a fair discussion on each issue and all points are expressed before a decision is reached. Make sure members know clearly what they will be voting or agreeing to. Keep the meeting moving in the desired direction and follow the agenda unless directed otherwise by the meeting.
- Ensure committee members fulfil their responsibilities to the club.
- Ensure that the full range of club activities are fully supported.
- Prepare a report for the AGM.
- Deal with specific administration in conjunction with the secretary.
- Report on members achievements, club policy and club events.
- Present medals and prizes on behalf of the club.