

Role Descriptor: Chairperson

The Chair of any organisation is a crucial role and this is certainly true of any sports club. It's the position that is at the helm of the club and steers its future direction through

What you'll get out of it:

- Sense of self achievement, fulfilment and giving back
- A key role within your community
- Meeting lots of people from different backgrounds
- A chance to develop skills
- Potential career development / improved employability
- Potential of new training and qualifications

Who will I be responsible to?

- The Club Committee

Who will I be responsible for?

- All committee members

Ideally, you'll need to be:

- A strong leader who can be objective
- Confident and a good communicator; able to represent the club at external meetings
- Able to ensure meetings run smoothly and efficiently
- Easy to approach with good listening skills
- Well organised and happy to delegate
- Enthusiastic and motivating

What you will do:

- Chair the Committee meetings and AGM
- Direct general affairs of the club
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Represent an unbiased viewpoint allowing free discussion to take place
- Have the casting vote on any unresolved club issues
- Assist the Club Secretary to produce agendas
- Represent the club at external meetings, when required
- Manage and oversee the work of officers and other club personnel
- Present the club's annual report at the AGM

How much time will it take?

- Approximately five hours per month for meetings, though this will depend on the nature of your sports club/organisation.

For further information, contact:

(Insert contact details here of whoever is leading on recruitment of the Chairperson)