



Chairperson Role Description

Overview of the role

The Chairperson is responsible for the overall management and direction of the club.

What the role involves

Exact responsibilities will be agreed but will likely include:

- Taking overall responsibility for the day-to-day management and success of the club
- Being the club's main ambassador and spokesperson
- Developing and agreeing a long-term plan for the venue and setting its direction
- Ensuring the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
- Chairing committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the club
- Working with the secretary to agree management team meetings, agenda items and minutes
- Delegating roles and responsibilities to volunteers throughout the membership
- Motivating, supporting and thanking all volunteers
- Chairing the Annual General Meeting (AGM), updating all members on key club news, decisions and results working with the management committee

Training and support available

Before starting in this role, they should ideally receive orientation from their predecessor who will go through the role with them. They should expect to receive ongoing support from The Secretary, Treasurer, Committee members, Coaching staff, plus full and senior members of the club.

Skills and experiences needed for the role

- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

Commitments

- As a guidance, this role typically takes up around 3 hours per week, which may be more at key times e.g. AGM
- You will need to attend committee meetings and events
- This role requires a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information).