



## Role Description: Chairperson

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

<b>Responsible to:</b>	<ul style="list-style-type: none"> <li>• Committee</li> </ul>	<b>Responsible for:</b>	
<b>Main Duties</b>		<b>Skills Required</b>	
<ul style="list-style-type: none"> <li>• Chair committee meetings and Annual General Meeting</li> <li>• Ensure appropriate documents, including minutes are available for committee members</li> <li>• Ensure that committee members are aware of their roles and responsibilities</li> <li>• Act as the ambassador and/or spokesperson for The Club</li> <li>• May be called upon to act as mediator</li> </ul>		<ul style="list-style-type: none"> <li>• Confident and Effective communicator</li> <li>• Great organisation skills</li> <li>• Ability to delegate duties</li> <li>• An understanding of the Forward Plan, governance and standing orders</li> <li>• Ability and knowledge to act as spokesperson for The Club</li> <li>• Unbiased and impartial</li> <li>• Knowledgeable on equity issues</li> </ul>	

### The Commitment we are looking for

Managers / Committee meetings are held monthly in Doddingtonhurst Village Hall.

In addition, the AGM is held in June annually in Doddingtonhurst Village Hall..

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The 'term of office' is one year and reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

### Our Commitment to you

The Club secretary, The Committee and sub-committee will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy



## **Other Resources Available**

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players.”

The **runningsports** website ([www.runningsports.org](http://www.runningsports.org)) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Sport Coach UK	<a href="http://www.sportscoachuk.org">www.sportscoachuk.org</a>	Skills Active	<a href="http://www.skillsactive.com">www.skillsactive.com</a>
Child Protection Unit	<a href="http://www.thecpsu.org.uk">www.thecpsu.org.uk</a>	CRB	<a href="http://www.crb.gov.uk">www.crb.gov.uk</a>
Club Mark	<a href="http://www.clubmark.org.uk">www.clubmark.org.uk</a>		