



Role Description - Club Chairman

Role

To be responsible for the implementation of good practice and child protection policies within the club.

Skills

- Approachable
 - Enthusiastic with a good knowledge of the sport and club
 - Well organised and able to delegate
 - Ability to control meetings
 - Confident at public speaking
-

Main Duties

- To chair and control the meetings of the management committee
 - To be involved, where appropriate, in the coordination of all club activities
 - Oversee decisions made by the management and sub committees
 - Oversee the work of officers and other club personnel
 - In conjunction with the secretary present the annual report
 - In conjunction with the treasurer present the annual accounts
 - Consult with the secretary on the content of the agenda and minutes of meetings
 - Keep up to date on ASA laws, regional rules and club constitution
 - Ensure that statutory documents and other returns are filed on time
 - Advise the treasurer on the use and investment of club funds
 - Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
-

Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

Benefits to Self

Contribution to ensuring a safe and well-managed club

I have read and understood the above role description and agree to carry it out to the best of my ability.

Signed

(Steve Makin)

Date