

Role & Responsibilities of the **CLUB CHAIRPERSON**



Who will I be responsible to?

The Club Committee

Who will I be responsible for?

All committee members

What is my role?

1. Chair the Committee meetings and AGM
2. Assist the Club Secretary to produce the agendas
3. Lead the committee in making decisions for the benefit of the whole club including disciplinary matters.

What else can you tell me about the role?

1. As the Chair of the Club, it is essential you are a strong leader who can be objective.
2. As the supporting officer to the Secretary, it is essential that you have access to a telephone and a computer.
3. You may wish to attend a specific training course on how to chair/run meetings.

How much time will I need to give to the role?

Approximately 5 hours per month for meetings.

What tasks are involved?

Tasks will include:

1. Chair Committee meetings / AGM
2. Agree monthly agenda for committee meetings and the AGM