



Roles and Responsibilities of the 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
4. Represent an unbiased viewpoint allowing free discussion to take place
5. To have the casting vote on any unresolved club issues
6. Direct general affairs of the club
7. Ensure club representation at County, Regional and National levels

What else can you tell me about the role?

As the Chair of the Club, it is essential you are a strong leader who can be objective. You will need to support the Secretary in their work so it is essential that you have access to a telephone and a computer.

Training recommended

You may wish to attend a specific training course on how to chair/run meetings, which will be paid for by the Club.

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

Approximately 5 hours per month for meetings but there may be times when special projects or other matters take up more of your time.

What tasks are involved?

These will include:

1. Chair committee meetings/AGM
2. Agree six weekly agenda for committee meetings and the AGM
3. Representative for the club at partner meetings, such as Sussex Hockey or Hockey Development Groups

Where to go for help?

Club President: Sussex Hockey: EH Relationship Manager South Coast: EH