

ROLES & RESPONSIBILITIES



Club Chairperson

Who will I be responsible to?

The Club Committee.

Who will I be responsible for?

N/A

What is the role of the Club Chairperson?

Chair the committee meetings and AGM, assist the Secretary to produce the agendas and head the Committee in making decisions for the benefit of the whole club including disciplinary matters.

What else can you tell me about the job?

As the Chairperson of the Club, it is essential you are a strong leader who can be objective. As the supporting officer to the Secretary, it is useful for you to have access to a telephone. 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 job?

Two to three hours per month for meetings etc.

What sort of tasks are involved?

Tasks will include:

- Chair committee meetings / AGM;
- Agree monthly agenda for committee meetings and the AGM.