



The Role of the Club Chairperson

Introduction

The Chair of any organisation is a crucial role, and this is certainly true of any sports club. It's the position that is at the helm of the club and steers its future direction through

Responsible to:

- The Club Committee

Responsible for:

- All committee members

Personal qualities and attributes:

- A strong leader who can be objective
- Confident and a good communicator; able to represent the club at external meetings
- Able to ensure meetings run smoothly and efficiently
- Easy to approach with good listening skills
- Well organised and happy to delegate
- Enthusiastic and motivating

Roles and Responsibilities within the club:

- Chair the Committee meetings and AGM
- Direct general affairs of the club
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Represent an unbiased viewpoint allowing free discussion to take place
- Have the casting vote on any unresolved club issues
- Assist the Club Secretary to produce agendas
- Represent the club at external meetings, when required
- Manage and oversee the work of officers and other club personnel
- Present the club's annual report at the AGM

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