



# CLUB CHAIRPERSON

---

## 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

---

**Print Name:** .....

**Signed:** .....

**Dated:** .....