



# CHAIRPERSON

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## Role

To be responsible for the implementation of good practice and child protection policies within the club.

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## 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.
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## 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 committee and its sub committees.
  - Report to the officers, at the first opportunity, any instant decisions taken, and ensure that all policy decisions are ratified by the management committee.
  - 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 the club constitution.
  - Ensure that statutory documents and other returns are filed on time.
  - Advise the treasurer on the use and investment of club funds.
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## Commitment

Dealing with issues as and when they arise, plus club requirements, including events and monthly management meetings.

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## Benefits to Self

Contribution to ensuring a safe and well-managed club.

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