

**CLUB CHAIRPERSON – ROLE DESCRIPTION**

**(GUIDANCE FOR CLUBS TO ADAPT FOR THEIR OWN USE)**

The Chairperson is responsible for the ultimate achievement of the strategic aims of the club as well as the overall management of its operational activities. They should act as the club’s representative at all internal and external functions.

**Responsibilities**:

· Chair meetings and act as senior club officer throughout the year, by making decisions when required, in consultation with other club officers when appropriate.

· Provide direction for the club by effective leadership and management.

· Monitor and evaluate the progress of agreed actions – both short term and strategic.

· Ensure that succession and forward planning are considered.

· Manage other Club Officers to ensure the delivery of their responsibilities.

· Ensure the club structure and responsibilities are transparent and available to the membership.

· Set the agenda for meetings and ensure it is in line with the club vision and mission statement.

· Provide liaison and communication between the various sections of the club.

**Knowledge and skills required:**

· Effective communicator

· Good decision maker

· Well organised

· Prepared to make a regular time commitment

· Confident to lead and manage meetings

· Well informed of all club activities