

Role Description:

Club Chair



NAME OF CLUB: Bere Alston Trekkers

RESPONSIBLE TO: Club Committee

The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.

Typical Responsibilities:

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Strategic planning and key decision-making duties.
- Form a team so that all the officer and committee positions are filled, taking in consideration skills, experience and diversity.
- Delegating, leading and motivating club volunteers towards club goals/objectives.
- Uphold the club constitution and terms of conditions of England Athletics affiliation.
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
- Lead in the enforcement of the club's code of conduct.
- Assist the club to fulfil its responsibilities towards club welfare and safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Representing the club at local and regional events.
- Arranging handover or succession planning for the position
- Unbiased decision maker. Will concede this responsibility where there is a conflict of interest
- Represent the Club at both a local and national level
- Give direction on the development of the Club
- Look for sourcing of funding and sponsorship
- Point of contact for the Club
- To ensure the Management Committee function as a team
- To ensure that the Management Committee is able to manage and oversee the running of the Club, including Club nights
- To ensure that decisions made by the Management Committee are carried out
- To monitor the Club's finances through close liaison with the treasurer
- Duties at formal meetings

- Prepare agendas, in consultation with the Club Secretary
- Conduct the meeting in a manner that enables all Committee Members to have his or her say
- Conduct the meeting in a way that ensures business is dealt with effectively
- Steer the meeting through the agenda
- Summarise what has been said
- Move to a vote if necessary
- Encourage and support running amongst members
- Positively promote BAT's within and outside the club in order to retain and recruit members
- Manage succession and handover of role in service of smooth running of the club