

## **CLUB CHAIRMAN**

Chairman of the club is seen as a figurehead and ambassador for the club. They chair and lead meetings and in consultation with other committee members are responsible for decision making and leadership.

### **Roles and Responsibilities**

- Ensure compliance and legislative obligations are met.
- To provide direction for the club by effective leadership and management.
- Support the efficient running of the club.
- When appropriate, to be involved in the coordination of club activities
- Chair committee meetings and AGM.
- Assist committee members to understand their roles and responsibilities.
- Act as a spokesperson for the club and represent it locally/regionally as required
- Act in the best interests of the members at all times.
- Ensure that the club structure and responsibilities are transparent and available to the membership.
- Attend all Committee meetings.
- To be actively involved in developing the club's Business/action plan
- Ensure the club complies to all its legal responsibilities
- Ensure that succession and forward planning are integrated and on going in the club

### **Knowledge and Skills**

- Dedicated, unbiased, impartial and receptive to change.
- Communicates effectively
- Aware of the future direction and plans of the club.
- Ability to chair meetings, follow agendas and ensure everybody is able to present their views.
- Diplomatic