



# CHAIRPERSON

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## Job role and description

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### **COMMITMENT**

This is a high profile position which requires a great deal of commitment, excellent organisation skills, good time-keeping and planning. The position is one of leadership for the club as well as ensuring the smooth running through good management skills. The position requires attendance at at least two (2) meetings per month, Executive and Management, and several additional meetings both at the Life Centre and at venues within the South West.

As the figurehead for the club you will be expected to meet and greet new members, members, visitors and visiting dignitaries to the club, and to represent the club at events as requested.

### **QUALITIES**

- Integrity
- Positive attitude, good emotional intelligence and listening skills
- Clear visions and a passion for the work and organisation of the club
- Excellent communication skills
- Ability to manage and chair meetings
- Coaching skills: “conduct the orchestra not dominate”
- Influence without dominating: recognise expertise in others
- Decisiveness: prioritise needs
- Good knowledge about the club and the game
- Courage: to make difficult decisions and articulate the reasons for them
- Be approachable



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## Job role and description continued

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### **ROLES**

- Act as a role model for all members by implementing and abiding by the Club Constitution at all times.
- Be the point of reference, and seek input and delegate (as necessary) when dealing with outside matters.
- Work with the Executive / Management Committees (and others as required) to oversee the delivery of the Bowls Development Plan and the Annual Cycle
- Attend, with the secretary and (if needed) nominated committee officer regular, and ad-hoc, meetings with the Leisure Management Operator
- Manage and chair meetings:
  - Manage and Chair Executive / Management meetings, Pre-season, Annual General Meeting (AGM), Special General Meetings (SGM), and if requested Sub-Committees
  - Agree with the Secretary no later than 10 days ahead of relevant meetings the Draft Agenda
  - Seek consensus, input and clarity around decisions made at meetings
  - Read draft minutes, newsletters and other documents, suggest amendments (as required) and approve for circulation to committee members within two (2) days of receipt
  - In matters of urgency liaise with the Executive Committee to agree decisions, and any course of action.
  - Respond to emails, telephone messages and other form of communication within two (2) days.
  - Ensure automatic responses advising who to contact are turned on during known period of absences
  - Inform, via the secretary, the committee of any planned holidays or absences in order that the delegated vice chair can carry out their duties.
- Communicate quickly and efficiently at all times.