

TEMPLATE
Chair Job Description

The template below provides some ideas for the type of skills and duties that can be included on a job description for a Chair. The duties should be amended, improved, added to or deleted to suit the circumstances of the club, but in particular to suit the person taking on the job e.g. their current commitments, skills, time constraints etc.

JOB TITLE: Chair

RESPONSIBLE TO: The Club Executive Committee

SKILLS REQUIRED:

- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings.

MAIN DUTIES:

- 1) Take responsibility for managing the executive committee and the affairs of the club
- 2) Oversee and guide all decisions taken by the executive committee and sub committees
- 3) In liaison with the Volunteer Co-ordinator, oversee the work of all officers
- 4) In conjunction with the secretary, prepare and present the annual report
- 5) Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- 6) Be completely familiar with the constitution, club rules, committee procedures and the NGB rules and regulations
- 7) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- 8) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- 9) If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda

TIME COMMITMENT:

SIGNATURES: **Chair**

Date

Secretary

Date