

Chairperson Role Description & Person Specification

The Chairperson has a strategic role to play in representing the vision and purpose of the club. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings that all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the management committee functions properly

- To plan and run committee meetings in accordance to the governing document. These to include Annual General Meeting (AGM) Extraordinary General Meeting (EGM) Club night business meetings
- To delegate tasks as appropriate
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the club.
- To plan for recruitment and renewal of the Management Committee.

Represent the organisation

- To communicate effectively the vision and purpose of the club.
- To advocate for and represent the organisation at external meetings and events.
- To be aware of current issues that might affect the club.

Qualities and Skills Required

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of a management committee.

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