

## Chairperson's Role

The role of the Club Chairperson is to co-ordinate the management of the Club for the benefit of its Members.

The Club Chairperson is not only the figurehead of the club but also the person most responsible for steering the club and ensuring that the club's practices and policies result in a thriving community.

A good Chairperson will be the driving force behind a club's initiatives and will work closely with the other officers of the club.

The Chairperson acts as the spokesman for the club and deals with any issues of conflict which may arise.

He needs to be aware of the club's financial situation and how the club is functioning on a day to day basis. The Chairperson should be familiar with the Club Constitution and the club's rules and regulations, as well as the abilities and experience of his Committee Members.

The Chairperson's tasks will include: Committee meetings Plan and organise committee meetings. Liaise with the Club Secretary in preparing agendas, making sure that all current issues are covered.

Liaise with the Treasurer to ensure that any financial documents are ready for the meeting. Ensure that all relevant documents are either circulated to participants in advance or are to hand at the meeting. Ensure the meeting starts on time and continues without too much diversion from matters in hand.

Give everyone at the meeting a chance to speak. Be diplomatic and smooth over differences of opinion if they arise.

Make sure that any necessary decisions are taken with a vote if needed. If votes are divided equally, the Chairperson may have the casting vote.

AGM and any other general meetings of members Apart from the duties as above for the regular Committee meetings, the Chairperson will normally: Welcome attendees, present an annual report on the club's situation highlighting successes and bringing members' attention to any special issues.

Thank individuals for their contributions to the running of the club. Encourage members to take an active part in running the club.

Recruit new members for the committee when necessary. Make sure new members are made welcome and looked after.

Deal with complaints and mediate in case of disputes. Speak to individual members regarding particular issues when necessary.

Ensure that the club has an appropriate up-to-date Constitution and Disciplinary Procedures.

Help promote the club and represent the club as necessary.

Delegate duties as appropriate so that he has a manageable role.