

**JOB DESCRIPTION: CHAIRPERSON****Role**

Contributing to the effective Leadership of the club, maintaining focus on its purpose and vision.

The Chairperson will chair and lead meetings within the club and be responsible for key decision making, in consultation with other committee members.

**RESPONSIBLE TO:** Executive Committee

**SKILLS REQUIRED:**

- Approachable
- Well organised and able to delegate
- Ability to control meetings and be confident at public speaking

**MAIN DUTIES**

- Provide direction and leadership to the club.
- Be one of the signatories on the club's bank account.
- Chair and control the meetings of the executive committee.
- Be involved, where appropriate, in the coordination of all club activities.
- Oversee decisions made by the management, sub committees, officers and other club personnel.
- Present the annual report in conjunction with the Secretary.
- Present the annual accounts in conjunction with the Treasurer.
- Consult with the Secretary on the content of the agenda and minutes of meetings.
- Help ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by-laws and also ASA law and UK law.
- Ensure that statutory documents and other returns are filed on time.
- Maintain a good working relationship with the pool providers(s).
- Advise the Treasurer on the use and investment of club funds. Report to the officers of the executive committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the executive committee.
- To deal with issues as and when they arise
- To fulfil any club requirements, i.e. events and club management meetings.
- Liaise with the Secretary to ensure continuity of duties when the Chairperson is away.
- Responsible for the management of the Head Coach in conjunction with the Secretary and Treasurer.
- Liaise with the Secretary, Welfare Officer and Treasurer on regular basis.
- Liaison with other clubs and ASA
- Maintain confidentiality at all times
- Attend monthly and quarterly committee meetings

**Signatures:** Chairperson \_\_\_\_\_ Date: \_\_\_\_\_

Secretary \_\_\_\_\_ Date: \_\_\_\_\_