



ROLE DESCRIPTION : CHAIRPERSON

The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs.

The chairperson leads the club to achieve their vision, short term, and long-term goals.

Typical responsibilities:

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Strategic planning and key decision-making duties.
- Form a team so that all the officer and committee positions are filled, taking in consideration skills, experience, and diversity.
- Delegating, leading and motivating club volunteers towards club goals/objectives.
- Uphold the club constitution and terms of conditions of England Athletics affiliation.
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
- Lead in the enforcement of the club's code of conduct.
- Assist the club to fulfil its responsibilities towards club welfare and safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording, and managing these appropriately.

- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Being actively involved in creating and following a Club Development Plan.
- Representing the club at local and regional events.
- Arranging handover or succession planning for the position having given sufficient notice of resigning

Person specification

It is desirable for the Chairperson to:

- be able to think and plan ahead to deliver the club's objectives and ethos in the short, medium, and longer term.
- be able to successfully plan and implement changes
- be able to deal with issues and conflicts confidently and calmly
- have the support and confidence of the majority of members
- be able manage the range of activities with the support of the club committee and other members
- be friendly and approachable with the ability to communicate well.
- be able to chair meetings in an orderly manner.
- have the time, energy, and commitment to carry out the role as required.
- have been a member of the club for at least one year.