



Chair Person: Jean Walker

RESPONSIBLE TO: The Club committee

SKILLS REQUIRED:

- Enthusiasm
- Good organisational skills
- 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:

- Take responsibility for managing the club committee and the affairs of the club
- Oversee and guide all decisions taken by the club committee and sub committees
- Oversee the work of all officers
- Be responsible for communicating the views of the club committee to head coach and coaching team
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- Be completely familiar with the constitution, club rules and committee procedures
- Liaise with the Treasurer and Head Coaches to ensure that funds are spent properly and in the best interests of the club
- In conjunction with the secretary, prepare the Annual Report
- Be completely familiar with the club rules, constitution and committee procedures
- If unable to attend any committee meeting, a written report should be sent to the meeting and the Treasurer briefed on the Agenda