



# Role Description:

## Club Chair

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

### **Responsibilities:**

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Ensuring the club culture and ethos is inclusive and all members interests are met
- 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.
- Ensuring the club fulfils its responsibilities towards club welfare and safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Consider the development of the club and plan how to do this
- Representing the club at local and regional events.
- Arranging handover or succession planning for the position