



Role – Chair-Person

The following information has been adapted from Aqua forces 'Good Club Guide' in order for those in the roles mentioned, to have a better understanding of their responsibilities.

Role of a Chair-Person:

The Chairperson of a club is seen to be a figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership within the club, in consultation with other committee members. (NB. In some clubs, a President may also fulfil some of the above duties)

Duties of a Chair-Person:

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the co-ordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the club's annual report, in association with the club secretary
- To present the club's annual accounts, in association with the club treasurer
- To determine the content and agenda for club meetings, in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To advise the treasurer on the use and investment of club funds

Commitment:

Attendance at all Committee Meeting where possible