



Role Outline: Club Chairperson

RESPONSIBLE TO: Club Committee and its members

COMMITMENT/DURATION: Elected position for the membership year

PREVIOUS EXPERIENCE REQUIRED: None

Role Purpose:

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
- Strategic planning and key decision-making duties
- Chairing regular committee meetings and the Annual General Meeting (AGM)
- Form a team so that all the committee and management team positions are filled, taking into consideration skills, experience, and diversity
- Delegating, leading, and motivating club volunteers towards club goals/objectives
- Representing the club at local and regional events
- Ensuring an understanding of the legal responsibilities of the club to which the club complies
- Monitoring, developing, and gaining approval of club policies and processes
- Banking (with treasurer)
- Managing club FB pages and groups (in conjunction with Social Media Administrator)
- Writing monthly newsletter notes
- Overseeing end of season awards
- Management of main club inbox, including correspondence with existing and prospective members, other clubs, events, race entries, promotional partnerships and club discounts and any other enquiries.
- 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
- Act as the club's welfare officer
- Arranging handover or succession planning for the position.

Skills and traits

- Good organisational and communication skills
- Knowledge of running activities and events
- Able to follow processes.

Key Relationships

- Committee
- Management Team
- Members

Time commitment

- Approx 10-15 hours a month.