



## Committee Roles: Chair

### Key roles & responsibilities :

- Overarching: To lead the club's Committee and to act as an ambassador for all aspects of the club and club life
- Ensure that the committee functions well and runs effectively as a team fulfilling its role and responsibilities on behalf of the club
- Ensure committee meetings take place, are effective, minutes documented, actions and decisions recorded. Chair the committee meetings and the AGM.
- Ensure that actions and decisions from official club meetings are followed up and completed
- Ensure that Committee members understand their roles and fulfil their responsibilities to the club. Advise and support committee members and officers helping them to fulfil their roles
- Provide leadership as and when required
- Delegate duties as appropriate to fellow committee members, club members, sub-groups
- Conduct committee meetings and AGM in a manner that enables everyone to have their say. Make sure that necessary decisions are taken, moving to vote if required. If votes are divided equally the Chair has the casting vote
- Facilitate decisions (and ensure consistent with EA advice & guidance)
- Ensure that all aspects of the club and club life are represented and have a voice
- Represent the club as a 'figure head' when required, present prizes and speak at club events
- Act as a spokesperson for the club & committee
- Be the escalation point, when required, for any complaints or feedback from members
- Attend as many club sessions as possible

### Skills and qualities required :

- Be well (self) organised and have good organisational skills
- Be approachable
- Ability to weigh up options and make decisions
- A good level of presentation skills (verbal and written)
- Be able to talk to/present to a crowd
- Be diplomatic and able to smooth over differences of opinion when they arise within the club
- Good facilitation skills
- Good delegation skills
- Leadership and people management