

Darwen Dashers RC - Role Description - Club Chairman

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 is the chief officer of the club, the public head and responsible for the clubs' relations. It is primarily one of leadership - to set the pace for the group and lend it some purpose, direction, and guidance. It's important that the leader is sensitive to the needs of individual members and to the group.

The Chairperson should be well organised, a good delegator, a good communicator and confident.

The role will involve the following responsibilities:

- Provide leadership on all aspects of the Club from training to competition, fundraising and social activities.
- Form a team so that all the officer and committee positions are filled, taking in consideration skills, experience and diversity – ensuring they function well as a team.
- Lead in the enforcement of the Club's code of conduct and assist the Club to fulfil its responsibilities towards Club welfare and safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- To chair and manage the efficient running of Committee Meetings, the Annual General Meeting (AGM) and any Extraordinary General Meetings (EGM) in a manner that ensures business is dealt with effectively and in a manner that enables all Members to have their say.
- Represent the Club and Committee, acting as a spokesperson as required.
- Oversee the running of the Club; ensuring that the Committee act in the spirit of the Club in the best interests of its members and ensuring decisions made by the Committee are carried out.
- Notify Club members promptly of any appointment, resignation or removal of Officers of the Committee
- Maintain sound knowledge around the club constitution, club rules and regulations, including UKA and EA to ensure it's being adhered to and keep up to date with UKA and other sports bodies initiatives.