



Role & Responsibilities of the Club Chairperson

The Chairperson is responsible to: Club management committee and club members.

Role purpose: To provide leadership and ensure an efficient and well managed club.

Commitment: The Chair would be expected to give 2 -4 hours per week, plus time for various committee meeting.

Main Tasks:

- Act as an ambassador for the club, representing the Club at local and regional events.
- Chair regular committee meetings and the Club Annual General Meeting (AGM) in accordance with the club constitution.
- Work with the Club Secretary to produce agendas for meetings.
- Take responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- To ensure the Club policies are delivered.
- Being actively involved in creating and following a Club Development Plan.
- Assist the club to fulfil its responsibilities to safeguard children at club level.
- Ensure an understanding of the legal responsibilities that apply to the club.
- Ensure the organization is represented at British Canoeing regional / national meetings.

Skills required

- Knowledge of the club committee is essential
- Background in management is helpful (but not essential)
- Strong leader who can be objective.
- Confident and effective in communication.
- Enthusiastic and able to motivate others.