

## **Committee Role Description**



### ***Role Title: Chairperson***

**Description:** A figurehead and ambassador for the club with responsibility for key decision making in consultation with other elected officers and staff and for general leadership. The Chairperson has a key role in encouraging members and parents to become involved in all aspects of the club, its organisation and its development.

### ***Duties / Responsibilities:***

- To provide direction for the club by effective leadership and management.
- To schedule, organise, chair and control meetings of the club 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 coordination of the club's activities.
- To manage and oversee the work of officers and other club personnel.
- To oversee club workforce development matters including recruitment of volunteers, induction and training.
- To establish and develop effective relationships with ASA Regional and County support staff eg. Workforce Coordinator.
- 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 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.

### ***Time Commitment:***

- Variable throughout the year but including monthly committee meetings and external meetings as required (Leagues, County and Association). In addition, there will be other time commitments to fulfil the above criteria.

### ***Calendar of events:***

- Committee Meetings as and when required (monthly)
- June / July - Presentation / Celebration Evening
- July - AGM
- Other occasional events