

Role of Chair

RESPONSIBLE TO: Club Committee

MAIN DUTIES:



1. To provide direction for the club by effective leadership and management.
2. To chair and control committee meetings
3. To act as a principle officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate.
4. To represent the club at external meetings when required.
5. To be involved, where appropriate, in the coordination of club activities.
6. To manage and oversee the work of officers and other club personnel.
7. To present the club's annual report, in association with the club secretary.
8. To present the club's annual report, in association with the club treasurer.
9. To determine the content and agenda for club meetings, in association with the club secretary.
10. To ensure that club statutory documents and other returns are filed on time.
11. To advise the treasurer on the use and investment of club funds.