



Role & Responsibilities of the **Club Chairperson**

Role:	Club Chairperson
Responsible to:	Club management committee and club members
Role purpose:	To ensure an efficient and well managed club
Commitment:	2 – 4 hours per week plus committee meetings

Main Tasks:

- Chair committee meetings and AGM's in accordance with the clubs policy
- Assist the club secretary to produce the agendas
- Act as an ambassador for the club
- Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- Ensure the club is represented at Canoe England regional meetings

Skills required?

- Organised, honest and trustworthy
- Knowledge of the club is essential
- Background in management is desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others

Resources to assist in role:

- Running**sports** guide 'role of the chairperson'
- Specific training course on how to chair meetings

- r Event Volunteers'