

CLUB TEMPLATE

Role Description: Club Chair

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 leads the club to achieve their vision, short term and long-term goals.

Typical responsibilities:

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Strategic planning and key decision-making duties.
- Form a team so that all the officer and committee positions are filled, taking in consideration skills, experience and diversity.
- Delegating, leading and motivating club volunteers towards club goals/objectives.
- Uphold the club constitution and terms of conditions of England Athletics affiliation.
- Ensuring an understanding of the legal responsibilities of the club to which the Club complies.
- Lead in the enforcement of the club's code of conduct.
- 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.
- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Being actively involved in creating and following a Club Development Plan.
- Representing the club at local and regional events.
- Arranging handover or succession planning for the position

This is an example template – please adapt this template to suit your club's needs.