

## **Club Chair**

*The Chair is the most senior official role in the club and fulfils a range of duties dealing with overall management of club affairs. The Chair leads the club to achieve their vision, short-term and long-term goals.*

### **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 committee positions and sub-groups are filled, taking in consideration of skills, experience and diversity
- Delegating, leading and motivating club volunteers towards club goals/objectives
- Upholding 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
- Chairing regular committee meetings and the Annual General Meeting (AGM), ensuring focus on the club's best interests and that officers undertake their delegated duties
- Liaison with the Participation sub-group, to organise the prizes/awards for Club Champs (and other categories) in preparation for the awards night, and ensure trophies are engraved
- Being actively involved in creating and following a Club Development Plan
- Representing the club at local and regional events
- Coordinating the smooth running of the club and dealing with any issues raised by club members and bringing them to the attention of the Committee
- Oversee the Management & Governance sub-group, liaising with the Welfare Officers and Secretary where necessary