

CLUB CHAIRPERSON

ROLE DESCRIPTION

To co-ordinate the affairs of (insert club name) Volleyball Club

SKILLS/QUALITIES REQUIRED

- Good inter-personal skills
- Ability to behave impartially at all times
- Approachable
- Ability to control meetings effectively

MAIN DUTIES

- To be responsible for managing the affairs of (insert name) Volleyball Club
- To chair and control the meetings of the management committee and AGM
- Be familiar with the constitution of (insert club name) Volleyball Club, the general rules for committee procedure, current affairs and business in hand
- Oversee decisions made by the management and other personnel
- In conjunction with the secretary and treasurer present the annual report and accounts respectively
- Be in consultation with the secretary with regards to the content of the agenda and minutes of meetings
- To keep open communication channels with members of the management committee and inform them of any instant decisions taken

COMMITMENT

To chair the AGM once a year, deal with any club issues as and when they arise and attend club management meetings.