



Role & Responsibilities – Club Chairman

Role:	To provide leadership and direction in working towards the aims and objectives of the club and the Club Action Plan.
Status:	Volunteer
Elected at:	Club Annual General Meeting
Responsible to:	Club membership
Reports to:	Club Committee
Approximate time commitment:	Between two and seven hours per week
Useful skills and experience:	Have drive, energy and leadership skills. Be decisive, able to delegate, have planning and budgeting skills, be able to chair meetings, be impartial, unbiased, diplomatic, a good listener
Benefits of volunteering:	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The club will re-imburse agreed out of pocket expenses

Responsibilities

- Lead the overall day-to-day management of the club by the club committee.
- Lead the formulation and implementation of a PremierClub Action Plan.
- Chair club committee and other appropriate meetings.
- Liaise with the Secretary to agree an agenda for each meeting.
- Oversee the formulation of a club volunteer plan to recruit and motivate all volunteers contributing to the club.
- Organise club representatives for meetings with other organisations.
- Lead in the implementation of the club's Equity and Child Protection policies.
- Lead in the enforcement of the Club's Rules Codes of Conduct.
- In conjunction with the Treasurer and the Secretary ensure that official club records (constitution, annual accounts, club events, achievements, meetings, volunteer forms etc) are available for inspection.
- In conjunction with the Treasurer and the Secretary maintain a database of members.
- In conjunction with the Treasurer and the Secretary issue new members with a club Welcome Pack.
- Ensure that equality of opportunity is a principle of all club activities.
- Ensure that the Committee of Trustees meet at least four times a year to manage the affairs of the Club.

Task list

- Regularly review the Club Action Plan at club meetings.
- Follow up implementation of meeting action points that have been delegated to individual volunteers.