

Role Outline:	Chairperson
Responsible to:	Club Committee

As a chairperson you will provide the vision, leadership and business planning skills to develop the club for the benefit of all. You will run the committee and be responsible for the liaison and cooperation between club officers and sub committees. Your management skills are vital to ensure that the club will fulfill its potential.

Ideally, you'll need to be:

- An experienced and effective manager;
- Confident and good at communicating;
- Familiar with business administration and practices;
- Diplomatic and discreet;
- Well-acquainted with the running of the club;
- Well-organised.

What you will do:

- Form a team around you so that all the officer and committee positions are filled;
- Provide leadership to your team on all aspects of the club from training to competition, fundraising and social activities;
- Arrange and chair management committee meetings, emergency committee meetings and special/annual general meetings;
- Lead the creation of your club development and business plans;
- Make sure the club is represented at the Welsh Athletics Annual General Meeting (AGM) and local meetings, such as club network and Regional Athletics Council;
- Attend sub-committee meetings if they concern policy;
- Prepare the annual general report with the support of the club secretary.

How much time will it take?

This role in most cases will take about 2-3 hours per week, mainly evenings. Additional work may be required at particularly busy times of the year i.e. run up to AGM.

What you'll get out of it:

This is the most prestigious position within the club, so it's highly respected within the community and the world of work. As the club's leader, you'll have a direct hand in the development of the club – it can be a demanding role, but is also incredibly rewarding