

Chairperson Role Description

Chairperson

Responsible for the overall management and direction of the venue.

Main duties

- To work with the secretary to agree management team meetings, agenda items and minutes (meeting notes)
- To host management committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- To be ultimately responsible for the day-to-day management of the venue
- To develop and agree a long-term plan for the venue and set direction
- To act as an ambassador and spokesperson
- To motivate, support and thank all volunteers
- To ensure the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
- To host the Annual General Meeting (AGM) updating all members on key club news, decisions and results working with the management committee

Skills and traits

- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

Key Relationships

- All volunteers at the venue
- Management committee, especially the secretary and treasurer
- Coach
- Local County Tennis Association
- LTA Head of Region

Time commitment

- Attendance at management committee meetings and events
- 5 hours per week, more at key times ie AGM

Criminal records check

- Dependent on their contact with children and/or adults at risk and/or access to confidential information