

Aldingbourne Tennis Club (ATC)

Chairperson Role Description

Overview of the role

The Chairperson has overall management and direction of the venue.

What the role involves

- Taking overall responsibility for the day-to-day management and success of **ATC**
- Being **ATC**'s ambassador and spokesperson
- Developing and agreeing a long-term plan for **ATC** and set direction
- Ensuring **ATC** runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
- Hosting committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- Working with the secretary to agree management team meetings, agenda items and meeting notes
- Delegating roles and responsibilities to volunteers and throughout the membership
- Motivating, supporting and thanking all volunteers
- Hosting the Annual General Meeting (AGM), updating all members on key club news, decisions and results, working with the management committee

Skills and experiences needed for the role

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

Commitments

- As a guidance, this role typically takes up around 2 hours per week, which may be more at key times i.e. AGM
- You will need to attend committee meetings and events

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