

Chairperson Role Description

Overview of the Role

This is a volunteer role fulfilled by any adult member. Chairpersons are elected at the Club's AGM as an "Officer" for a period of one year.

The Chairperson takes responsibility for the day-to-day management of the Club and development of its short and long term plans.

Chairpersons also provide direction to the committee, have an overview of all events taking place at the club, in addition to overseeing and managing meetings.

What the role involves

Responsibilities include:

- Taking overall responsibility for the day-to-day management and success of the Club
- Being the Club's ambassador and spokesperson
- Working with the committee to develop short and long term plans for the Club
- Ensuring the Club runs efficiently including financial status, membership, coaching, maintenance of club facilities and use of those facilities, in accordance with its Constitution.
- 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 Club and providing a casting vote when required
- Working with the secretary to agree meetings schedules, agenda items and minutes
- Delegating roles and responsibilities to volunteers and throughout the membership
- Motivating, supporting and thanking all volunteers
- Ensuring the Club is a safe environment for all who use the facility both in terms of Health & Safety, as well as Safeguarding
- Ensuring that the club exceeds any LTA requirements and registration standards
- Attending LTA / County events as required
- Hosting the Annual General Meeting (AGM), updating all members on key news and decisions

Training and support available

No specific training is required for the role. Support will be provided by the elected Officers and other Committee Members and regional LTA Advisors.

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

- Attend the various committee meetings, which are typically held from 7-9pm on Thursday evenings every other month, plus the AGM in May.
- Attend LTA & County events as required, plus site meetings if responsible person is not available.
- One-two hours per week in addition.
- Other commitments include volunteering to help with tasks and at events on a case-by-case basis.

Further Information

- The role will require a DBS check, as it is likely some Club tasks/activities will involve contact with children and/or adults at risk and/or access to confidential information. The Club will assist with any application process.