

ROLE OF THE CHAIRPERSON

The Chairperson of a club is seen to be a figure head, ambassador and a principal officer for a club. A Chairperson will chair and lead meetings within the club, and be responsible for key decision making and leadership within the club, in consultation with other committee members.

DUTIES OF A CLUB CHAIRPERSON:

- To provide direction for the club by effective leadership and management
 - To chair and control meetings of the management committee
 - To act as principal officer within the club, and make decisions whenever the need arises, in consultation with other officers when appropriate
 - To represent the club at external meetings when required
 - To be involved, where appropriate, in the co-ordination of club activities
 - To manage and oversee the work of officers and other club personnel
 - To present the club's annual report, in association with the club secretary
 - To present the club's annual accounts, in association with the club treasurer
 - To determine the content and agenda for club meetings, in association with club secretary
 - To ensure that club statutory documents and other returns are administered and filed on time
 - To advise the treasurer on the use and investment of club funds
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