

**CLUB CHAIRPERSON ROLE DESCRIPTION**

**NAME OF CLUB:**  Club name

**ROLE:**  Chair

**RESPONSIBLE TO:**  Club Committee



**DESCRIPTION**
To co-ordinate the affairs of (insert club name) Volleyball Club

**SKILLS/QUALITIES REQUIRED:**

* Good interpersonal skills
* Ability to always behave impartially
* Approachable
* Ability to control meetings effectively

**MAIN DUTIES**

* To be responsible for managing the affairs of (insert club name) Volleyball Club
* To chair and control the meetings of the club committee and AGM
* Be familiar with the constitution of (insert club name) Volleyball Club, the general rules for committee procedure, current affairs, and business in hand
* Oversee decisions made by the club committee and other personnel
* In conjunction with the secretary and treasurer present the annual report and account respectively
* Be in consultation with the secretary with regards to the content of the agenda and minutes of the meetings
* To keep open communication channels with members of the management committee and inform them of any instant decisions taken

**COMMITMENT**

* To chair the AGM once a year, deal with any club issues as and when they arise and attend club committee meetings
* Approx. xx hours per week/month

***Amend any responsibilities which are not relevant to your club***