

MEDWAY & MAIDSTONE A.C.

ROLE DESCRIPTION FOR CLUB CHAIR

The role of the Club Chair within the Club is to:-

- Ensure the committee acts as a team and that the business of the meetings is conducted in an orderly and effective manner

The Club Chair is expected to:-

- Chair General Meetings and Management Committee meetings, ensuring that they are properly conducted, that everyone is involved in discussion or decision making and that the committee has all relevant information for making decisions.
- Ensure that agendas are set and meetings called in line with the constitution.
- Ensure that all decisions taken are acted upon.
- Liaise with the Management Committee members and/or other volunteers, and to provide support as required.
- Represent the Club externally.
- Sit on sub-committees as required.
- Lead the Management Committee and ensure that it operates as a team.
- Take an active part in resolving conflict within the Management Committee, bearing in mind the best interests of the Club.