**ROLE:** Chair

**RESPONSIBLE TO:** Club Committee and Club members

**PURPOSE:** To ensure an efficient and well managed club and committee.

**COMMITMENT:** 2-4 hours per week plus committee meetings (evenings and weekends)

**WHAT YOU CAN DO FOR YOUR CLUB**

* Provide vision and leadership to ensure the development of the club for the benefit of all the members.
* Maintain a team around you so that the club Committee operates effectively.
* Initiate succession planning, to ensure that the club is never without volunteers in key roles.
* Provide leadership to Club Committee on all aspects of the club from training and racing to fundraising and social activities.

**MAIN TASKS**

* Oversee implementation of the club's long term plan, ethos or mission statement.
* Lead the creation of the club development plan and oversee the implementation of the plan.
* Lead the committee in making decisions for the benefit of the club including disciplinary matters.
* Ensure the club is represented at the British Triathlon AGM and local Triathlon England regional AGM.
* Be aware of club members’ views and opinions.
* Maintain an awareness of current developments in the governance of triathlon.
* Support and encourage those club members who are taking some responsibility for club activities.
* Arrange and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings in accordance to club constitution.
* Prepare the Annual General Report with the Club Secretary.
* Assist the secretary to produce the Committee meeting agendas.
* Act as an ambassador for the Club and Triathlon.

**QUALITIES / SKILLS REQUIRED**

* Well-acquainted with the running of the club and committee is essential.
* Charismatic, objective and inspiring leader.
* Background in management is desirable.
* Confident and effective communicator.
* Enthusiastic and able to motivate others.
* Diplomatic and discreet.
* Well-organised.

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| NAME |  |
| SIGNED |  | DATE |  |