



CLUB CHAIRPERSON

Role

To be responsible for the overall management and direction of the club

Skills

- 1 Approachable
 - 10 Enthusiastic with a good background in sport
 - 11 Well organised and able to delegate
 - 12 Ability to control meetings
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Main Duties

- 18 To chair and control the meetings of the management committee
 - 19 To be involved, where appropriate, in the coordination of all club activities
 - 20 Oversee decisions made by the management and sub committees
 - 21 Oversee the work of officers and other club personnel
 - 22 In conjunction with the secretary present the annual report
 - 23 In conjunction with the treasurer present the annual accounts
 - 24 Consult with the secretary on the content of the agenda and minutes of meetings
 - 25 Keep up to date on ASA laws, regional rules and club constitution
 - 26 Ensure that statutory documents and other returns are filed on time
 - 27 Advise the treasurer on the use and investment of club funds
 - 28 Report to the officers of the management committee at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the management committee
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Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

Benefits to Self

Contribution to ensuring a safe and well-managed club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

'The Role of the Chairperson'

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsport

Further training opportunities are available through the ASA Regional Training Network, for your nearest training centre visit the ASA website

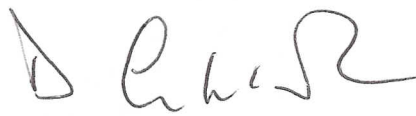
www.britishswimming.org or telephone the ASA on 01509 618700

Visit www.sportengland.org/runningsport to access this valuable resource

Useful Websites

ASA website	www.britishswimming.org
Sport England	www.sportengland.org.uk
NSPCC	www.nspcc.org.uk
Volunteering England	www.volunteering.org.uk
Millennium Volunteers	www.millenniumvolunteers.gov.uk
DO-IT	www.do-it.org.uk
CSV	www.csv.org.uk
Sports Coach UK	www.sportscoachuk.org

Signed



Name

D. LIGHTOWER

Date

20/5/09