**Role outline: Club Chair**

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| **NAME OF CLUB:** | Marlow Kites Netball Club |
| **ROLE:** | cLUB CHAIR |
| **RESPONSIBLE TO:** | CLUB COMMITTEE |
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| **Who will I work with?** | Main Club committee |
| **What will I do?** | * Chair the Committee Meetings and AGM * Work with the members to shape a development plan for the club * Be a supportive leader of all members * Represent the club at external meetings and events * Ensure good communication with membership and other Netball organisations * Ensure office holders satisfactorily complete their assigned tasks * Liaise with treasurer to ensure funds are spent properly and in the best interest of the members * Support the efficient running of the club * Helping others understand their roles and responsibilities * Communicating with various members within the club * Being actively involved in developing an action plan for the club * Assist the club to fulfil its responsibilities to safeguard children at club level * Ensuring an understanding of the legal responsibilities of the club to which the Club complies |
| **How much time will I need to give?** | Approximately 2 hours per week. Attend club committee meetings and external meetings when appropriate |
| **What do I need to do this role?** | * Enthusiasm * Good organisational skills * Prepared to make a regular time commitment * Prepared to make instant decisions when necessary * Confident at public speaking and keeping order during meetings * A good listener, engaging all members in discussion * Experience in project management & team leadership |
| **What are the benefits and how will you support me?** | * Satisfaction of making a vital difference in your club * Learning new skills and developing your managerial, leadership and inter personal skills * The club will reimburse any agreed expenses that you incur as a result of your volunteer role * Platform for future volunteering/employment opportunities * The enjoyment of meeting new people as part of a team * Training opportunities through external courses |