**Role outline: Club Chair**

|  |  |
| --- | --- |
| **NAME OF CLUB:** | Marlow Kites Netball Club |
| **ROLE:** | cLUB CHAIR |
| **RESPONSIBLE TO:**  | CLUB COMMITTEE |
|  |  |

|  |  |
| --- | --- |
| **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
 |