

- 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 the 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.

NAME			
SIGNED		DATE	