HARDLEY RUNNERS

Job Description – Chair

Post currently held by

Vacant

What the job is

General Meetings of the Club

- Chairs Annual General Meetings
- Produces Annual Report for club AGM
- Chairs Extraordinary General Meetings

Committee Meetings of the Club

- Chairs quarterly Committee Meetings and ensures that date and venue are set for next Committee Meeting
- Liaises with Club Secretary to ensure that an appropriate Agenda is produced and ensures that the Agenda is followed for each meeting
- Ensures that meetings are conducted in an orderly manner
- Ensures that all committee members have the opportunity to express opinions without impeding the meeting progress

General

- Ensures that the club is run in accordance with the articles laid down in the Club Constitution
- Ensures that the club is run in a proper manner, to the benefit of all members and associates
- Oversees the running of the club through delegation to committee members.
- Ensures that a full complement of active committee members is maintained during the period in office
- Maintains regular contact with Committee members and club members
- Ensures that there is a structure for planning and managing events organised by the club
- Liaises with the Club Secretary and Treasurer to ensure that the Club is affiliated to the appropriate organisations such as UKA, SEAA, HRRL, RR10, CC6, HCCL, Cycling Time Trials and British Triathlon
- Monitors developments in the governance of the sport locally and nationally. Where necessary initiates action
- Responds to external events or requests relating to the Club
- Gives advice and support where necessary

Skills

- Good oral and written communications
- Good networking skills
- Sound judgement
- Regular access to phone, web and email

Administrative Responsibilities

- Acts as signatory for Club cheques and in conjunction with the Club Treasurer monitors club expenditure

Ancillary Role

- Liaison officer with Applemore Recreation Centre

Updated June 2019