

**BIDEFORD CANOE CLUB**  
**ROLE & RESPONSIBILITIES**  
**OF THE CLUB CHAIRPERSON**



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# ROLE & RESPONSIBILITIES OF THE CLUB CHAIRPERSON

<b>Role:</b>	Club Chairperson
<b>Responsible to:</b>	Club management committee and club members
<b>Role purpose:</b>	To ensure an efficient and well managed club
<b>Commitment:</b>	2 – 4 hours per week plus committee meetings

## Main Tasks

- ❖ Chair committee meetings and AGM's in accordance with the clubs policy
- ❖ Assist the club secretary to produce the agendas
- ❖ Act as an ambassador for the club
- ❖ Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- ❖ Ensure the club is represented at Canoe England regional meetings

## Skills required

- ❖ Organised, honest and trustworthy
- ❖ Knowledge of the club is essential
- ❖ Background in management is desirable
- ❖ Strong leader who can be objective
- ❖ Confident and effective in communication
- ❖ Enthusiastic and able to motivate others

## Resources to assist in role

- ❖ Runningsports guide 'role of the chairperson'
- ❖ Specific training course on how to chair meetings



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