Role Outline: Chair

**NAME OF CLUB:** Club Name

**ROLE:** Chairperson

**RESPONSIBLE TO:** Normally the Club Committee

**NAME OF VOLUNTEER:** Name

**START DATE:** XX/XX/XX **END DATE:** XX/XX/XX

Typical Responsibilities:

* Support the efficient running of the club
* Chairing regular committee meetings and the Annual General Meetings (AGM)
* Helping others to understand their roles and responsibilities
* Recruiting new committee members, taking into consideration skills, experience and diversity
* Communicating with various members within the club
* Being actively involved in creating and following a Club Development Plan
* Representing the club at local and regional events
* Assist the club to fulfill its responsibilities to safeguard children at club level
* Ensuring an understanding of the legal responsibilities of the club to which the Club complies
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

*These are example responsibilities – please adapt this template to suit your club’s needs.*