

# WAVENEY VALLEY ATHLETIC CLUB



## COMMITTEE ROLE

### Chairperson

The Chair is a crucial role, at the helm of the club you will steer its future direction. Time demands will vary, time required for meetings, emails and admin.

- Chair the Committee meetings and AGM
- Being responsible to the Club Committee and all of its members
- Be a strong leader who can be objective
- Confident and a good communicator; able to represent the club at external meetings
- Able to ensure meetings run smoothly and efficiently
- Easy to approach with good listening skills
- Well organised and happy to delegate
- Direct general affairs of the club
- Lead the committee in making decisions for the benefit of the whole club
- Represent an unbiased viewpoint allowing free discussion to take place
- Have the casting vote on any unresolved club issues
- Assist the Club Secretary to produce agendas
- Represent the club at external meetings, when required
- Oversee the work of officers and other club personnel

Uphold the club constitution and codes of practice

Present the club's annual report at the AGM

Encourage good team spirit in the team

Be a good role model

Enjoy the role

For more information about the club please speak to one of our committee members:

<http://www.waveneyvalley.org/committee-members/>