**THE CLUB CHAIRPERSON: Role and Responsibilities**

**NAME OF CLUB:** Thanet Roadrunners AC (“TRAC” or “the Club”)

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**RESPONSIBLE TO:** The TRAC Management Committee

**NAME OF VOLUNTEER:** XXXX

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





**Responsibilities:** *Note: In* ***bold*** *are the activities which the Chair focuses on most regularly*

* Provide leadership on all aspects of the Club from training to competition, fundraising and social activities as and when appropriate.
* **Lead discussion on strategic planning and key decision-making requirements.**
* Lead the formation of a team so that all the officer and committee positions are filled, taking into consideration skills, experience and diversity.
* **Delegating, leading and motivating Club volunteers towards club goals/objectives.**
* Ensuring the Club constitution and terms of conditions of England Athletics affiliation are maintained.
* Ensuring an understanding of the legal responsibilities of the Club to which the Club complies.
* Lead in the enforcement of the Club’s Code of Conduct.
* Assist the Club to fulfil its responsibilities towards welfare and safeguarding.
* Lead discussions and management of any matters involving conflicts of interest.
* **Chairing regular committee meetings, general Club meetings and the Annual General Meetings (AGM).**
* Representing the Club at local and regional events.
* Supporting handover for the position

**Best bits of the role?**

* Being part of the team that puts a lot of good things together, both for the club, and for the community in general.

**Average Commitment: 4 hrs per month, tends to be higher at start of the year pre-presentation evening and AGM.**