

## **Guildford Archery Club Chairperson: Job Description** (Rev: Dec 2010)

**JOB TITLE:** Chairperson

**RESPONSIBLE TO:** Club Management Committee and General Meetings

**SKILLS REQUIRED:**

- Enthusiastic and motivated
- Well organised, experienced
- Prepared to make a regular time commitment
- Prepared to make timely decisions when necessary
- Diplomatic and tactful
- Aptitude for motivating people
- Planning aptitude
- Ability to liaise with:
  - (1) Local, Regional and National Governing Bodies
  - (2) Local Government and Community Groups
  - (3) Potential Funders
  - (4) Club Officers

### **Main Duties:**

- 1) Ensure that the provisions of the Constitution are complied with, carried out and kept under regular review.
- 2) Collaborate with the Honorary Secretary on the preparation of agendas and business for General Meetings and Executive Management Committees and approve the draft minutes.
- 3) Chair and manage General Meetings and Management Committees according to generally accepted procedures for such assemblies and give guidance towards the formulation and resolution of plans and decisions.
- 4) Ensure that the election of Club Officers and Management Committee Members, and the appointment of Assistants or Representatives, is undertaken in a clear and efficient manner.
- 5) Oversee the activities of elected Officers and Members, including preparation of annual reports and financial statements, and act as an authorised signatory to cheques and other official documents.
- 6) Ensure that all issues relating to the admission, retention or expulsion of members are dealt with in a clear and equitable manner in line with the GNAS Code of Conduct and Club Constitution and that related decisions are recorded and reported to the individuals concerned.
- 7) To oversee the Club's progress in line with the development aims set out from time to time by Archery GB – in as much as they are applicable to GAC.
- 8) Oversee the provision and extension of Club coaching facilities including registration and training and outreach to Schools or other community organisations but not Beginners.
- 9) Oversee the operation of the "House" competition system in collaboration with the Honorary Secretary and the Records Officer including the appointment or replacement of Captains.
- 10) Maintain contacts with a wide range of related sporting, governmental and funding bodies and represent the Club, or individual Club members, to such bodies to best advantage.
- 11) In collaboration with Club members, identify potential supporters and sponsors and assist with applications or presentations for funding, sponsorship or event support.
- 12) Promote events and activities organised by Guildford Archery Club and associated bodies.
- 13) Take the initiative in proposing and implementing responses to new issues not provided for in the Constitution.