

Role Description: Club Chair

The chairperson is the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs and governance. The chairperson leads the club to achieve their vision, short term and long-term goals.

Typical responsibilities:

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Strategic planning and key decision-making duties.
- Form a team so that all the officer and committee positions are filled, taking in consideration skills, experience, and diversity.
- Delegating, leading, and motivating club volunteers towards club goals/objectives.
- Uphold the club constitution and terms of conditions of England Athletics affiliation.
- 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 club welfare and safeguarding.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Chairing regular committee meetings and the Annual General Meetings (AGM).
- Being actively involved in creating and following club plans; goals and objectives.
- Representing the club at local and regional events.
- Arranging handover or succession planning for the position

Key resources:

- Newmarket Joggers Members Portal - <https://newmarketjoggers.clubmembership.cloud>
 - Communication with members
- Newmarket Joggers Website - <https://newmarketjoggers.co.uk>
- England Athletics Club Website / Members Portal - <https://www.englandathletics.org>
 - Guidance & templates
 - Club Standards

Desirable Skills:

- Good organisational skills
- Good Leadership skills
- Ability to operate strategically
- Confident at public speaking
- Confident in using IT such as email, internet and basic office packages
- Knowledge of England Athletics club system