



JOB TITLE: Chair Person
RESPONSIBLE TO: The Club Executive Committee

- SKILLS REQUIRED:**
- Enthusiastic
 - Well organised
 - Prepared to make a regular time commitment
 - Prepared to make instant decisions when necessary
 - Confident at some public speaking and keeping order during meetings.
 - Honest

MAIN DUTIES:

- 1) Take responsibility for managing the executive committee and the affairs of the club
- 2) Oversee and guide all decisions taken by the executive committee and sub committees
- 3) Oversee the work of all officers
- 4) In conjunction with the secretary, prepare and present the annual report
- 5) Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated
- 6) Be completely familiar with the constitution, club rules, committee procedures and NISA rules and regulations
- 7) Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club
- 8) Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports)
- 9) If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda

SIGNATURES:

Chair Person

Date

Secretary

Date