**Club Chairperson**

**Role Description**

The Chairperson is the principal officer on the club Committee with responsibility for planning, organising and managing the affairs of the LGFA in the Club. The Chairperson must be a leader with a vision on how to progress the Association. The Chairperson plays a key role in ensuring that Club Committee meetings function effectively and efficiently, where decisions taken are acted on.

*Reports/accountable to*

County Committee/ Club Members

**Responsibilities**

1. Chair club Committee meetings
* The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the rules of the Association and that matters are dealt with in an orderly and efficient manner.
* S/he must:

- Bring impartiality and objectivity to meetings and decision making

- Facilitate change and address conflict within the board/officers

- Facilitate those present to make their views, while maintaining control over the meeting

- Ensure that meetings are progressive and that decisions are implemented

1. Ensure that the Club’s LGFA affairs are managed effectively
* The Chairperson must co-ordinate the affairs of the club Committee to ensure that appropriate procedures are in place for the effective management of the affairs of the Club.
* S/he must:

- Keep an overview of all LGFA activity ensuring corrective action is taken, where needed.

- Coordinate the committee to ensure responsibility for particular aspects of management are met

1. Uphold the rules of the Association
* The Chairperson must ensure that the rules of the Association are upheld at all times and must ensure that Association policy is implemented in the club.

1. Represent the Club
* The Chairperson will be called upon to represent the Club and sometimes be its spokesperson at various functions, meetings etc... S/He should be aware of current issues that might affect the Association and should always seek help and advice from the County PRO and County Secretary, if required.

1. Be a leader and have a vision for the future of the LGFA in the Club
* The Chairperson must have a vision for how the LGFA in the Club will progress and should ensure that the Club is operating to an agreed plan. The Chairperson must be seen to ‘lead the Club Committee team’. This also involves regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.

|  |  |
| --- | --- |
| SKILLS | KNOWLEDGE |
| * Excellent leadership, planning, organisational, interpersonal and communication skills
* Excellent facilitation and negotiation skills
* Ability to ensure decisions are taken and followed-up
* Impartiality, fairness and the ability to respect confidentially
* Ability to delegate key tasks to other officers
 | * **Be familiar with the official guide**
* **Have sound knowledge of the Association**
* **Have experience of Committee involvement/people management**
 |

|  |
| --- |
| OTHER REQUIREMENTS |
| * Have time to do the job
* Have a genuine interest in the Association
* Be of good standing in the community
 |