

Broxbourne Sports Club

Role Description: Chair

Reports to: Sports Club Committee

Purpose of the Role

- To lead the committee in ensuring the effective performance of its governance responsibilities in line with the Club's constitution and rules
- Manage the Sports Club Committee and the affairs of the club
- Line manage the club's Office and Bar Managers

Main Duties

Management of the Committee:

- Chair committee meetings so the committee functions effectively and carries out its duties
- Ensure the business of meetings is dealt with, and decisions, when required, are arrived at, and recorded, and their implementation monitored
- Ensure the Club's financial dealings are prudently and systematically accounted for, audited, or independently examined, and publicly available
- Ensure the Club has a satisfactory system for holding in trust for its beneficiaries any funds or property, and for investing to the greatest benefit of the Club, within the constraints of the law
- Protect and manage the property of the Club, working with Ground and House Chairs
- Work in consultation with the committee to recruit committee members with relevant expertise and experience and to plan succession for key roles
- Ensure the committee regularly reviews its structure, role, and relationship to staff and implements change as necessary
- Ensure that committee members receive appropriate advice, training, and information relating to their role
- Serve as an ambassador of the Club to relevant stakeholders

Oversee the Club's Strategic Direction:

- Ensure the committee develops a long-term strategy for the Club with objectives which can be monitored
- Monitor progress in implementing the annual work plan
- Ensure appropriate goals are set for the resources available to the Club
- Support, monitor and review the work of the Club's Managers and other staff
- Help promote the Club to a wider audience of potential funders and beneficiaries

Ensure an effective relationship between the Sports Club committee, section committees, staff, members, and other stakeholders:

- Ensure the Club has appropriate procedures to:
 - comply with current legislation and good practice, including employment, health and safety, non-discrimination
 - advertise for, interview, select and appoint staff
- Agree, with the Sports Club committee, an annual schedule for committee and subcommittee meetings, the AGM and key events
- Through the Committee member responsible for marketing and communications, ensure appropriate communication between the Sports Club committee and staff, members and stakeholders
- Be completely familiar with the constitution, club rules, committee procedures and oversee periodic reviews of these documents