Volunteering- Club Chairman

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| **Main Purpose of Role:** | To ensure that the club is run efficiently and managed correctly |
| **Hours a Week (Approx):** | 2 hours  |
| **What will you be doing:** | * To chair all meetings of the club committee, AGM and guide members through the agenda
* Compose an agenda prior to all meetings
* To represent the club at meetings away from the club environment.
* Provide leadership for the decisions undertaken by the club in consultation with the club committee
* To act as a signatory on club cheques
* Lead the clubs disciplinary committee
* Authorise expenses/club expenditure
* To provide support/guidance to club members where appropriate
* To give speeches where necessary (end of season awards, AGM, etc.)
* Ensure all club procedures are applied; Respect, welfare, etc…
* Ensure all FA Guidelines are met, including, but not limited to: Safeguarding, CRCs and football qualifications are applied.
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| **Equipment Needed:** | Computer for Whole Game Access, EmailsMobile/Phone |
| **Desired Skills:** | * Management and Leaderships skills
* Decision making skills
* Communication skills
* Ability to delegate
* Experience of being on a club committee is beneficial
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| **Expenses Paid:** | Postage, stationary, phone expenses should be claimed  |
| **Training Available:** | The Berks & Bucks FA will offer workshops, 1 – 1 sessions, info guides, and support via phone, webex or email. |
| **Where the role will be carried out:** | Most of the role can be carried out at home although travel is required to meetings/matches |
| **Who will need updating on issues:** | Committee  |