**Role outline: Chair**

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| **NAME OF CLUB:** | CLUB NAME |
| **ROLE:** | CHAIRPERSON |
| **RESPONSIBLE TO:** | NORMALLY CLUB COMMITTEE |
| **NAME OF VOLUNTEER** | NAME |
| **START DATE:** DATE | **END DATE:** DATE |

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| * Support the efficient running of the club |
| * Chairing regular committee and annual general meetings |
| * Helping others understand their roles and responsibilities |
| * Communicating with various members within the club |
| * Being actively involved in developing an action plan for the club |
| * Representing the club at local and regional events |
| * Assist the club to fulfill its responsibilities to safeguard children at club level |
| * Ensuring an understanding of the legal responsibilities of the club to which the Club complies |