

Bedford and County Athletics Club

Role Description: Club Chair

The chairperson is typically the most senior official role in a club and fulfils a range of duties dealing with overall management of club affairs. The chairperson leads the club to achieve their vision, short term and long-term goals.

Responsibilities:

- Provide leadership on all aspects of the club from training to competition, fundraising and social activities.
- Strategic planning and key decision-making duties.
- Co-ordinates Committee. Forms a team so that all the officer and committee positions are filled, taking in consideration skills, experience and diversity.
- Ideally needs existing knowledge of the running of the club and of club “politics”
- Good communicator, familiarity with business administration, well-organised.
- Delegating, leading and motivating club volunteers towards club goals/objectives.
- Uphold the club constitution and terms of conditions of England Athletics affiliation.
- Ensuring an understanding of the legal responsibilities of the club.
- Leads in the enforcement of the club’s code of conduct.
- Assists the club to fulfil its responsibilities towards club welfare and safeguarding.
- Takes responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Chairs regular committee meetings and the Annual General Meetings (AGM).
- Actively involved in creating and following a Club Development Plan.
- Represents the club at local and regional events.
- Arranging handover or succession planning for the position

Person specification

- It is desirable for the club chair to have a passion for sport with a good knowledge of sports clubs, athletics or leading an organisation.
- Strong leadership and communication skills.
- Approachable, diplomatic and supportive.

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- Good communicator.
- Strategic thinker.
- Able to delegate duties to different volunteers successfully and motivate those volunteers to serve the best interests of the club.