



JOB DESCRIPTION

JOB TITLE: Chairperson
POST HOLDER: Tony Hale
RESPONSIBLE TO: W&DAC Committee

JOB PURPOSE:

To ensure the club is run effectively by overseeing all committee members and providing assistance where needed.

MAIN DUTIES:

- Chairing monthly meetings, the AGM and any EGMs.
- Ensuring there is fair discussion on each issue raised at the AGM, keeping to an orderly schedule and ensuring all attendees know what they are voting for.
- Prepare a Chairperson's report for the AGM.
- Acting as a club figure head, being a point of contact for members.
- Running training sessions on a Tuesday and Thursday, reporting on members' achievements, club events and policy.
- Ensuring that all financial commitments made by the club are honoured, including UKA subscriptions and invoices raised by third parties.
- Liaising with the secretary to ensure a flow of communication between the club and the UKA and Northampton Athletic Association.
- Presenting medals and prizes on behalf of the club.
- Formulating and reviewing all club policies and risk assessments yearly.
- Formulating ideas for long term development and sustainability of the club.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the WDAC Committee