

## COLEBRIDGE TABLE TENNIS CLUB

### **Role description: Chairperson**

**Name of Chairperson:** Stephen (Inky) Moss

**Responsible to:** Colebridge Management Committee

### **Main duties**

- Support the efficient running of the club.
- Chairing regular committee meetings and Annual General Meetings (AGM).
- Helping others to understand their roles and responsibilities.
- Recruiting new members to the committee, taking into consideration skills, experience and diversity.
- Communicating with various members of the club.
- Being actively involved in creating and following a Club Development Plan.
- 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.
- Agree to and act upon Colebridge's Equity and Safeguarding policies; and Codes of Conduct.
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
- Arranging handover or succession planning for the position.

Chairperson - Adopted in Club Committee Meeting minutes

Signed: 

Club Chairman

Dated: 11<sup>th</sup> July 2019