

COLEBRIDGE TABLE TENNIS CLUB

Role description: Chair


Name of Chair: John Swinburne

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: A handwritten signature in black ink, appearing to read "John Swinburne", written over a horizontal line.

Club Chair

Dated: 13th November 2025