

Role & Responsibilities of the Chairperson

Role:	Chairperson
Responsible to:	Management committee and members
Role purpose:	To ensure an efficient and well managed club/centre/committee
Commitment:	2 – 4 hours per week plus committee meetings

Main Tasks:

- Committee meetings and AGM's in accordance with the organisations policy
- Assist the secretary to produce the agendas
- Act as an ambassador for the club, centre, region or discipline
- Lead the committee in making decisions for the benefit of the whole organisation including disciplinary matters
- Ensure the organisation is represented at British Canoeing regional/national meetings

Skills required?

- Knowledge of the club, centre or committee is essential
- Background in management is desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others