

## **Job Description**

### **Volunteer Position: Chair - Board Director**

#### **Aims**

To provide leadership to the Club and Board with a view to securing our present and future success.

#### **Key relations**

Members of all sections, representative committees, Directors, Club Manager and other staff and contractors, and all other volunteers. The chair has a lead responsibility for maintaining effective relations with sports governing bodies, local authorities and other funding agencies, and senior management in other local sports clubs (tennis etc).

#### **Direct reports**

The chair acts as “line manager” for the Club Manager including agreeing targets, monitoring, and appraisal.

#### **Duties and responsibilities**

1. In light of STC’s Business Plan, any updates thereof, and relevant AGM resolutions, to provide strategic direction to club management and future development. This to be done in Board meetings, the AGM, other meetings, and through regular contacts and correspondence.
2. Further to above, to have special regard to co-ordination between the different sections of the club (tennis, squash, and croquet)
3. To chair the AGM, Board, and any other formal meetings. To sign off the draft agenda and minutes prepared by Club Secretary.
4. To work closely with the Club Manager across the Board from recruitment and selection through to line management, pay & rations, and annual appraisal.
5. To represent the Club in meetings and correspondence with external bodies including LB Bromley, sports governing bodies, funding agencies, Federation of Sporting Clubs in LB Bromley, and so on.
6. To demonstrate good practice with regard to recruitment, selection, and motivation of volunteers. This includes in-service training and development and promoting Volunteer of the Year and similar opportunities to mark the contribution of volunteers.

#### **Notes:**

- The Chair may share the above duties with any Vice-Chair whom the Board may appoint to assist the Chair.
- Strictly, the Club’s Articles provide for the Chair (and Club Secretary) to enjoy ex-officio (voting) membership of all committees including receiving copies of the agenda and minutes. In practice, there are not enough hours in the day to attend every meeting and things can be better managed if each committee chair simply keeps the Club Chair (also, where appropriate, Club Manager and Board) informed on the basis of any “need to know”.

Revised.  
October 2016