

Hastings District Canoe Club

Role and Responsibility of the Club Chairperson

Role: Club Chairperson

Responsible to: Club management committee and club members

Role purpose: To ensure an efficient and well-managed club

Commitment: 2-4 hrs a week

Main Tasks

- ❖ Chair committee meetings and AGM's in accordance with club policy
- ❖ Assist Secretary to make agenda
- ❖ Act as an ambassador for the club
- ❖ Lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- ❖ Ensure the club is represented at the Canoe England regional meetings
- ❖ Help to enrol new members on club evenings
- ❖ Help with general smooth running of club

Skills Required

- Organised, honest and trustworthy
- Knowledge of the the club essential
- Background in management desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others.