



# Quick guide to committee roles: CHAIRPERSON

**NAME OF CLUB:**

CLUB NAME

**ROLE:**

CHAIRPERSON

**RESPONSIBLE TO:**

NORMALLY CLUB COMMITTEE

**NAME OF VOLUNTEER:**

NAME

**START DATE:**

00/00/00

**END DATE:**

00/00/00

**Roles and responsibilities**

- Support the efficient running of the club.
- Chair the regular committee meetings and AGM.
- Help others to understand their roles and responsibilities.
- Communicate with all members within the club.
- Be actively involved in developing an action plan for the club.
- Represent the club at local and regional events.
- Assist the club to fulfil its responsibilities to safeguarding.
- Ensure the club complies to all its legal responsibilities.