



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 fulfill its responsibilities to safeguarding.
- Ensure the club complies to all its legal responsibilities.
- Uphold the club constitution.