



Victory AC

CLUB CHAIRPERSON - JOB DESCRIPTION

Main Purpose of Role:

To discharge the duties of Club Chairperson, one of the 3 major club roles.

Key Responsibilities

- 1) Provide leadership to the VAC committee and club members
- 2) Ensure the club operates efficiently and effectively

Duties

- Chair committee meetings and the Annual general Meeting
- Present Awards at the Annual Dinner
- Represent the Club and speak on its behalf when appropriate/necessary, for example: HLC and presenting any monies to nominated Charities etc.
- Maintain good working relationship with HLC; negotiate on fees, room hire etc.
- Maintain good working relationship with HBC; liaison on matters of interest and/or benefit to the club, HBC Sports Awards etc.
- Have an overview of the Club.
- Act as a spokesperson for the club when necessary.
- Sign, and/or write letters (only sometimes liaising, and or ask the secretary to write them).
- Support and encourage other members of the club and help to resolve any conflicts within the club.
- Involve members and give everyone the chance to contribute to the club.
- Be objective and unbiased.
- Be formal when appropriate
- Avoid speaking too much
- At committee meetings, discourage separate discussions by small groups within the meeting.
- Discourage dominant members from taking over
- Try to end committee meetings on a positive note.

Useful Skills / Prerequisites

- Negotiation skills
- Knowledge of the Club
- Access to email
- Contactable and willing to engage with others
- Willing to speak publicly when required

Meetings held throughout the year

Committee meetings monthly normally last Thursday in the month after training.
AGM is the last Thursday in November after training.

Annual Dinner for Presentations

Normally held each April.