

Job Description – Chairperson

- This position is the Lead contributor to the smooth management of the club
 - Aware of all aspects of the club
 - Be a sounding board for all members as needed
 - Maintain a presence at the club during the year.

- Strategic Planning
 - Document and manage the five year strategic plan

- Development Funding
 - Take a pro active and leading role in identifying and applying for sources of funding within the framework of the strategic plan

- Chair the Management Committee Meetings
 - Ensure the committee meetings are managed properly, adhering to the pre prepared agenda
 - Ensuring that all participants have the opportunity to present their views
 - Conclude the main points with actions as necessary

- The Chair has the Management Committee responsibility for the following;
 - General Maintenance
 - Point of contact for the maintenance management team
 - Ensure decisions regarding maintenance items are made in a timely manner
 - Grounds and Gardens
 - Welfare and Vulnerable Persons
 - Point of contact to help manage all welfare issues as necessary
 - Ensure all child protection/vulnerable persons regulations are met
 - Fire Safety