**ROLE PROFILE: CHAIR**

**What will I do?**

The primary duties of the Club Chair include (but are not limited to):

* Chair Management Committee meetings and AGM’s
* Agree agenda for Management Committee meetings and AGM’s
* Oversee the Club Development Plan
* Be a supportive leader of all members
* Represent the club at external meetings (or arrange someone to attend in your place)
* Ensure good communication with membership and other basketball organisations
* Ensure club officers complete assigned tasks
* Liaise with treasurer to ensure that club funds are spent appropriately and in the best interests of the club and its’ members.
* Prepare and present the Chairman’s report at the AGM
* Prepare and present the opening for our End of Season presentations

**Who will I work with?**

You will be working as a member of the club’s Management Committee (alongside our 2 x Vice Chair, Treasurer, Secretary, Welfare Officer and Head Coach), you are also welcomed to attend meetings for our Club Service, Club Business and Club Technical sub-commitees.

**What skills are required to do the role?**

You have to be an enthusiastic person, with good organisational skills. Ideally with previous team or project management/leadership experience and experience of volunteering in roles across the club. Being a great listener and a confident speaker and able to make quick decisions are important, too. This role will require a regular time commitment.

**What is the time commitment?**

The time commitment for the role will normally be around 2 hours per week.

The Club Chair is an elected role, appointed at the AGM for a term of one year (running to the next AGM).

If you would be interested in becoming the Club Chair, please email us to apply at: [bulldogsbasketball@hotmail.co.uk](mailto:bulldogsbasketball@hotmail.co.uk)

All applications **must** be received at least 14 days prior to the date of the AGM.

It is essential that you are a registered member of the club for the season in which you are serving as a member of the committee, and we may require the person holding the role to provide references and/or undertake a DBS check and Safeguarding qualifications.