



Griff & Coton Netball Club Committee Role Job Description

CHAIR PERSON

The Club Chairperson is the figurehead, ambassador and a principal officer for the Griff and Coton Netball Club ("Club").

The Club Chairperson has the responsibility for overseeing the running of the Club, providing direction and leadership, and co-ordinates the management of the Club for the benefit of its Members.

WORKS WITH AND IS RESPONSIBLE TO:-

The Club's Main Committee

RESPONSIBILITIES:-

- Co-ordinate the management of the Club for the benefit of its Members.
- Be the figurehead of the Club, responsible for steering the Club in the right direction by ensuring that all practices and policies in place result in a thriving netball community.
- Be the driving force behind the Club's initiatives
- Work closely with the other Club officers and offer guidance and advice.
- Act as the spokesperson for the Club
- Deal with any issues of conflict which may arise.
- Have an awareness of the Club's financial situation and how the Club is functioning
- Ensure they are familiar with the Club's Constitution and the Club's rules and regulations
- Have an awareness of the capabilities and experience of the Club's Main Committee Members.
- Co-ordinate funding applications
- Represent the Club at external meetings as required

DUTIES:-

- Assist the Club Secretary to Plan and organise committee and Club meetings. Run all meetings in conjunction with the Club Secretary
- Liaise with the Club Secretary in preparing agendas for Club meetings, making sure that all current issues are covered and that the Club Secretary has ensured that all relevant documents are either circulated to participants in advance or are to hand at the meeting.



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- Liaise with the Club Treasurer to ensure that any financial documents are ready for the Club meetings.
- Ensure that the Club meetings start on time and continue without too much diversion from matters in hand and that everyone attending meetings get a chance to speak.
- Ensure they have diplomacy and smooth over differences of opinion if they arise at meetings or at any other occurrence.
- Make sure that any necessary decisions are taken with a vote if needed. If votes are divided equally, the Chairperson will have the casting vote.
- Chair the AGM and follow a set Agenda
- Present an annual Chairpersons report on the Club's situation highlighting successes and bringing members' attention to any special issues they need to be aware of.
- Ensure other Officers and Committee Members present their annual reports and updates
- Liaise with the Vice Chair and or Secretary in the first instance when required on all matters relating to the running of the club
- Encourage all members to take an active part in running the Club.
- Recruit new members for the committee when necessary.
- Make sure new members are made welcome and looked after.
- Deal with complaints and mediate in case of disputes.
- Speak to individual members regarding particular issues when necessary.
- Assist with and help co-ordinate funding applications and ensure they are in line with any relevant processes or procedures
- Represent the Club at local, county and national levels and all relevant meetings with the Vice Chair and Secretary.
- Help promote the club.
- Ensure that the club has an appropriate up-to-date Constitution and Disciplinary Procedures and work with the Secretary to ensure this.
- Ensure that netball at the club is played in accordance with the CNWA and All England Netball whilst promoting Best Behaviour.
- Delegate duties as appropriate

TIME COMMITMENT REQUIRED

- Approximately 10 – 15 hours a month

SKILLS/ATTRIBUTES REQUIRED

- Good organisation and communication skills



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- Ability to deal with any issues of conflict which may arise and have diplomacy when discussing individuals or club matters
- Available to attend committee meetings and league meetings in evenings and adhoc when necessary
- Available to deal with emails during the day / early evening
- Available to deal with telephone calls from all member's during evenings where required
- Basic knowledge of Microsoft Office in particular Word and Excel

BENEFITS OF ROLE

- Satisfaction of making a real contribution to the Club
- Platform for future volunteering/employment opportunities
- Meeting and working with new people within both the Club and the CWNA