



Appendix 4.1.2 : Job Description ~ Chairperson

As Chairperson you'll provide the vision, leadership and business plan to develop the club for the benefit of all.

You'll run the Management Committee and will be responsible for liaison and cooperation between club, officers and sub-committees. Without your management skills, the club would not fulfil its potential.

Ideally, you'll need to be:

- An experienced and effective manager
- Confident and good at communicating
- Familiar with business administration and practices
- Diplomatic and discreet
- Well-acquainted with the running of the club
- Well-organised

What you'll do:

- Form a team around you so that all Officer/Committee positions are filled
- Provide leadership to your team on all aspects of the club from playing to fundraising and social activities
- Arrange and chair Management Committee meetings, Emergency Committee Meetings and Special/Annual General Meetings
- Lead the creation of your club development/business plan
- Make sure the club is represented at the RFU AGM and local Constituent Body meetings
- Attend Sub-Committee meetings if they concern club policy
- Prepare the Annual General Report with the Secretary

How much time it will take up:

- About 6 hours a week, mainly in the evenings and at weekends.

What you'll get out of it:

- This is the most prestigious position within the club, so it's highly respected within the community and the world of work. As the club's leader you'll have a direct hand in results on and off the pitch – it's a demanding role, but incredibly rewarding.