

Position Chair

Review Date: 10th September 2016

Roles and Responsibilities Summary

To facilitate and chair all club meetings. This involves helping prepare the agenda, opening and closing the meeting, ensuring that the meeting runs to schedule and relating information, as required, to the membership and that all members have a chance to air their views.

To support the other Committee members, as required, and to ensure that all actions are addressed in good time to ensure the smooth running of the club.

Prepare and present the committee report for the club AGM.

To ensure that the best interests of the club and the membership are addressed at all times.

To be a secondary signatory to the club account.

Be aware of views, and of what's going in the club and of what's happening in the governance of the sport generally.

Pick up and deal with issues that have fallen through the net. Mediate/arbitrate

Where required, the Chairman shall also act as final decision maker.

Representing the club at the Booth Decorators League Meetings – twice a year.