



Job Description

Chair

The Chair is one of the three Officers of the Club as required by the governing body 'England Athletics (EA)', the other two Officers being the Secretary and Treasurer. These officers are accountable to EA.

The Chair has a strategic role to play in representing and promoting the vision and purpose of the Club and is a Figurehead for the Club.

The Chair ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the committee functions properly

- To plan and run meetings
- To ensure matters are dealt with in an orderly and efficient manner
- To bring clarity and purpose to meetings and decision-making.

Ensure the Club is effectively run

- To co-ordinate the committee members to ensure responsibilities are met.

Represent the Club

- To communicate effectively the vision and purpose of the Club
- To advocate for and represent the Club at external meetings
- To be aware of current issues that might affect the Club.

Chairing Meetings

Before the meeting

Plan the agenda with members of the committee include items brought to you by other members; decide the order and timing of the agenda and who will introduce each one. Identify which agenda items are for information, discussions or a decision.

Be well briefed about each item, and actions taken since the last meeting.



During the meeting

Communicate

- Start the meeting; welcome any new members; make any necessary introductions
- Receive apologies for absence
- Ensure that additions and amendments to minutes are recorded
- State the objectives of the meeting and each item
- Try to be brief when making a point.

Control

- Maintain control; set any time limits
- Keep to the agenda
- Ensure time is used effectively
- Ensure that proper minutes are taken.

Clarify

- Weigh up contributions
- Ensure everyone understands what is being discussed
- Summarise
- Ensure that decisions are recorded, together with who is going to implement them.

Guide

- Steer members to work harmoniously and purposefully as a team
- Keep an eye on time.

At the end of the meeting

- Summarise decisions taken and action points to be followed up e.g. who is responsible by when
- Agree a date for the next meeting
- Agree what special items will be put on the agenda of the next meeting and what work needs to be done, by whom etc
- Ensure that the minutes are written up, checked and sent out in good time.

Document approved by the 100MC committee at a meeting held on 7th January 2021