



Templates

CHAIR PERSON NEW STAR PATCHWAY

Name of Chair person: John Bath

Responsible to: [Parents forum](#)

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident and effective communicator
- Enthusiastic and a good motivator
- An appropriate spokesperson for your club or organisation.

Role / Main Duties

- To chair and control the meetings of the Parent Forum
- Call meetings when appropriate.
- Consult with the secretary on the content of the agenda and minutes of meetings
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the Forum and any sub committees
- Oversee the work of officers and other club personnel
- Ensure the implementation of good practice and child protection policies with the club
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- In conjunction with the Welfare officer ensure the club adheres to the BJA child protection policy
- Keep up to date on BJA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the Parents Forum at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the Parent Forum
- Act as the ambassador for the club or organisation.
- Identify other key Forum roles.
- Ensure that forum members are aware of their roles and responsibilities.
- May be called on to act as mediator.

Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

Benefits to Self

Contribution to ensuring a safe and well-managed club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsports

The Role of the Chairperson'

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Visit www.sportengland.org/runningsports to access this valuable resource

Useful Websites

Sport England

www.sportengland.org.uk

NSPCC

www.nspcc.org.uk

Volunteering England

www.volunteering.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

DO-IT

www.do-it.org.uk

CSV

www.csv.org.uk

Sports Coach UK

www.sportscoachuk.org