



# CHAIR PERSON

## NEW STAR PATCHWAY

**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](http://www.sportengland.org/runningsports)

The Role of the Chairperson'

*A resource provided by Running Sport, available to download from their website* [www.sportengland.org/runningsports](http://www.sportengland.org/runningsports)

'The Role of the Chairperson'

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

[www.sportengland.org/runningsports](http://www.sportengland.org/runningsports)

Visit [www.sportengland.org/runningsports](http://www.sportengland.org/runningsports) to access this valuable resource

---

### **Useful Websites**

Sport England

[www.sportengland.org.uk](http://www.sportengland.org.uk)

NSPCC

[www.nspcc.org.uk](http://www.nspcc.org.uk)

Volunteering England

[www.volunteering.org.uk](http://www.volunteering.org.uk)

Millennium Volunteers

[www.millenniumvolunteers.gov.uk](http://www.millenniumvolunteers.gov.uk)

DO-IT

[www.do-it.org.uk](http://www.do-it.org.uk)

CSV

[www.csv.org.uk](http://www.csv.org.uk)

Sports Coach UK

[www.sportscoachuk.org](http://www.sportscoachuk.org)