

# The Role of the Chairperson

The role of the Chairperson is to oversee the business of the meeting and to keep order among members. They have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

## Duties

- Chair committee meetings and the Annual General Meeting.
- Ensure appropriate documents, including minutes are available for committee members.
- Ensure that committee members are aware of their roles and responsibilities.
- Act as the ambassador and/or spokesperson for the club.
- May be called upon to act as mediator.

## Skills

- Confident and effective communicator.
- Great organisation skills.
- Ability to delegate duties.
- An understanding of the club's development plan, governance and standing orders.
- Ability and knowledge to act as spokesperson for the club.
- Unbiased and impartial.
- Knowledgeable on equity issues.

## Commitment to the Club

The Chairperson will need to represent the club at meetings, attend club committee meetings that are held every quarter and attend the club's Annual General Meeting. As a spokesperson for the club, the Chairperson will also need to be willing to receive phone calls from volunteers, prospective members and partners.

## The Club's Commitment to You

By accepting the role of Chairperson, the club will provide the opportunity to increase your skills and confidence in operating as a Chairperson. There are opportunities for further training and resources available to support you.

## Training Opportunities

If you are new to the role and would like some advice, you can utilise the available resources or contact your regional development officer for advice about what training is available. You can also ask for advice from other members of your club who have experience in this area.

There are also workshops available from Sports Coach UK that provides training for people undertaking different volunteer positions. Please visit [sportscoachuk.org](https://sportscoachuk.org) for more information.

## Supporting Resources

Scottish Cycling, Sports Coach UK and Sport Scotland all provide supporting resources for volunteers. Resources such as PVG checks, volunteer training, posters etc.

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