

## Tri-Anglia Role Description

**Role:** Club Chairperson



**Doc History:** V3 updated 06/11/21

### Responsible to:

- Trustees
- Fellow committee officers
- Club members

### Purpose:

- To act as Chairperson for TA committee meetings
- To be the identifiable external “face of the club”

### Commitment:

- Approximately 10 – 12 x 1 hour committee meetings per year
- Liaison with Lead Trustee and attendance if necessary on ad hoc basis at Trustee meetings
- Takes an active part in club sessions in order to be visible to the membership
- Together with other committee roles represent the club at regional meetings

### Role Responsibilities

- Chairs committee meetings efficiently, contributing to committee discussions and decisions.
- Ensures committee functions effectively on behalf of members.
- Liaison with other local relevant clubs and regional team as needed.
- Delegation of Tasks as appropriate to supporting non-committee club roles
- Organisation (with Lead Trustee and Secretary) of AGM

### Skills and Qualities

- Organised with good communication skills.
- Experience of and confident in chairing meetings
- Approachable and a good listener.
- Respect of confidentiality.
- Diplomatic
- Is a member of Tri-Anglia and complies with the club’s Code of Conduct

### Recognition

- Following years club membership.
- Reimbursement of following years Triathlon England Membership

### Role Appointment Acceptance – Chairperson

#### Appointed Chairperson

Signed: \_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_

Date:

\_\_\_\_\_

\_\_\_\_\_

**Appointing on behalf of Trustees**

Signed:

\_\_\_\_\_

Name:

\_\_\_\_\_

Date:

\_\_\_\_\_