

# **Torbay Rambling Club Committee**

## **Post: Chair**

### **Role**

The role of the Chair is to lead the Club and to co-ordinate its management for the benefit of its members. The Chair is the figurehead and spokesperson of the Club and the driving force behind its initiatives, policies and practices in order to ensure a thriving walking group. The Chair must be aware of the Club's financial situation, its Constitution and rules as well as how well it is functioning on a day-to-day basis. To this end, the Chair works closely with other officers of the Club to ensure sound financial and general management, being aware of the capabilities and experience of the Committee members and dealing with any areas of conflict which may arise.

### **Tasks:**

#### **Committee Meetings**

- Liaise with the Club's Secretary to help plan and organise meetings and ensure that all current issues are covered.
- Liaise with the Club's Treasurer to ensure that any financial documents are ready for the meeting.
- Ensure that all relevant documents are circulated in advance or to hand at the meeting.
- Ensure meetings are quorate.
- Ensure that the meeting starts on time and does not deviate too much from the matters in hand.
- Give everyone at the meeting a chance to speak.
- Be diplomatic and smooth over differences of opinion if they arise.
- Ensure that any necessary decisions are taken with a vote and, in the event of the vote being even, the Chair has the casting vote.
- Summarise decisions and action points at the end of the meeting.

#### **AGM and other EGM of members**

- Welcome attendees.
- Present an annual report of the Club's situation highlighting successes and bringing members' attention to any issues of which they need to be aware.
- Present cups, awards and prizes.
- Thank individuals for their contributions to the running of the Club.
- Ensure meetings are quorate.

## **Other duties and responsibilities**

- Encourage members to take an active part in the running of the Club.
- Recruit new members for the Committee when necessary.
- Ensure that new members are made welcome and looked after.
- Deal with complaints and mediate in case of disputes.
- Speak to individual members regarding issues when necessary.
- Represent the Club at all levels when required.
- Help to promote the Club when required.
- Ensure that the Club has an up-to-date and relevant Constitution and policies.
- Delegate duties as appropriate.
- Ensure that all information and documentation is available to pass to a successor.