

Volunteer Opportunities

Chair Person



ROLE TITLE:

- Chair Person

RESPONSIBLE TO:

- The Community Sports Hub Membership

SKILLS REQUIRED:

- Passionate about sport and the role of the Hub in the local area
- Enthusiastic
- Well organised
- Prepared to make a regular time commitment
- Prepared to make instant decisions when necessary
- Confident at some public speaking and keeping order during meetings

MAIN DUTIES:

- Take responsibility for managing the committee and the affairs of the Community Sports Hub
- Support the implementation of the Hub and the achievement of the objectives
- Oversee and guide all decisions taken by committee
- Encourage and oversee the work of all hub volunteers
- In conjunction with the secretary, prepare and present the annual report.
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- Be familiar with the constitution, committee procedures and any other relevant guidance
- If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda

TIME COMMITMENT

- Meetings take place 4 times a year and usually last a maximum of 2hrs
- In between there is a need to support the implementation of the hub through communication with members and clubs, development of relationships and encouragement of the development and delivery of activity to meet the needs of the community