



Chairperson Role & Responsibilities

The Chairperson must ensure that the Club Committee functions properly, that there is full participation during meetings that all relevant matters are discussed and that effective decisions are made and carried out. They are responsible for ensuring the club ethos is carried forward and that each section of the club runs smoothly.

SKILLS/QUALITIES REQUIRED:

1. Well organised
2. Prepared to make a regular time commitment
3. Prepared to make important decisions swiftly when necessary
4. Confident at some public speaking and keeping order during meetings
- 5.** Able to delegate
- 6.** Ability to run efficient meetings & communicate effectively through all mediums.

MAIN DUTIES:

- Managing the overall affairs of the club
- Overseeing and guiding all decisions taken by the executive committee and sub committees.
- Oversee the work of all club personnel
- In conjunction with the Secretary, prepare and present the annual report.
- Liaise with the Secretary on the preparation of the Agenda for each committee meeting.
- Be familiar with the constitution, club rules, committee procedures and the NGB rules and regulations.
- Liaise with the Treasurer to ensure that financial aspects are appropriately managed.
- Assist in the creation, and approve, any statutory documents that are required (eg. grant aid reports, policies).
- If unable to attend any committee meeting, handover chair responsibilities to a nominated delegate.



- Establish and promote a strong sense of team and community both within the Committee and within the Club at large
- Create strong and clear communication links with basketballscotland:
 - National Competitions – Graham Shaw
 - Officials Development – Marianne Dodds
 - Regional Club Development – Will Clarke
 - Local Development – Amy Murdoch
 - Wheelchair Development – Tina Gordon
 - Membership – Declan McGinlay
- Oversee any issue management and/or conflict resolution
- Support the development of reciprocal relationships with national and international clubs and camps to enable stronger pathways for player progression and development