

Title: Chairman

Outline: To represent the Club and chair committee meetings

Responsible for: The Committee

Responsible to: The Club and its members.

Main Contacts: Members of the Committee

“General” Main Tasks	“Specific” Tasks Agreed with the Committee
<ul style="list-style-type: none"> Chair the Club Committee 	
<ul style="list-style-type: none"> Work with the committee to encourage development of the Club and as part of the Community. 	
<ul style="list-style-type: none"> Ensure all members of the Committee are fully briefed on the requirements of their roles. 	
<ul style="list-style-type: none"> Ensure the annual general meeting takes place 	
<ul style="list-style-type: none"> Maintain effective communication with the County, Regional and Archery GB bodies 	
<ul style="list-style-type: none"> During committee discussions <ul style="list-style-type: none"> ○ Maintain an unbiased attitude ○ Provide input from County, Region and Archery GB to guide the members during their discussions ○ Hold the casting vote where a committee vote is tied ○ Assume the role of “devil’s advocate” where contentious issues arise. 	
<ul style="list-style-type: none"> Promote the club and sport of archery and be a liaison with outside bodies. 	
<ul style="list-style-type: none"> Ensure all members of the committee fulfil their roles within their area of empowerment. 	
<ul style="list-style-type: none"> Mediate or assist the appropriate committee member to sort out any issues or problems that may arise during committee meetings or shooting sessions. 	
<ul style="list-style-type: none"> Be a full and active member of the Committee. 	