



TRIATHLON  
ENGLAND

# **Crowborough Tri Club Chair**

## **Role Description**

January 2023

### Position Overview

The Club Chairperson is entrusted with the responsibility for 'leading' the Club. The Chairperson's leadership should encourage participation by all Club volunteers in Club decision making and acknowledge the roles of other members. The Chairperson will have a good knowledge and experience of multisport or leading an organisation. They will be responsible for the effective management and governance of the club and following the Club's constitution and the guidance, rules and procedures as outlined by British Triathlon.

### Commitment

This will depend on the size of the club and the amount of club activity. The Club Chair should attend all club committee meetings and may include attendance such as Regional Chair Forums or local facility user groups. There may be other commitments in addition to this in order to fulfil the roles and responsibilities outlined below. The Chairperson would be expected to serve a minimum of two years for continuity but no more than three years.

### Main Roles & Responsibilities

- Provide vision and leadership to ensure the development of the club for the benefit for all members.
- Chairing all Club Management Committee meetings, Annual General Meetings (AGM) and Emergency General Meetings (EGM).
- Represent the club at Regional Chair forums, attend national AGMs and liaise with other local community clubs/groups as necessary
- Take responsibility for the Club Management Committee Meeting and the affairs of the club.
- Oversee and guide all decisions taken by the Management Committee and sub committees and delegate, as required, special projects within the club to sub-committees or workgroups.
- In conjunction with the Secretary prepare and present the annual report.
- Liaise with the Secretary on the agenda for each meeting and review minutes before they are circulated.
- Be familiar with the Club constitution and British Triathlon guidelines, policies, and procedures.
- Be aware of current Safeguarding legislation within the club and assist the Club Welfare Officer in their duties.

### Relevant Skills and/or Aptitudes

- Strong Leadership
- Excellent communication
- Negotiating
- Listening and mediating
- Unbiased and impartial
- Approachable
- Well organised
- Tactful and discrete.

**Knowledge and Experience**

*Essential*

- Understanding of multisport.
- Knowledge of club structure and British Triathlon guidelines and procedures.
- Be able to Chair formal meetings.

*Desirable*

- Understanding of safeguarding, Diversity and Mental Health.
- Understanding of GDPR.

**Personal Attributes**

*Essential*


- Can use their influence to maintain Club harmony.
- Commitment and enthusiasm to develop the Club and support its members.
- Positive and common-sense approach in dealing with challenging issues.
- Good listener with excellent interpersonal skills.
- Treats people with respect.
- Protects confidential information.
- Adheres to the club's policies and demonstrates loyalty to the club.
- Strong individualist and decision maker with high determination to succeed.
- Self-motivated.
- Approachable, open minded and a logical thinker.

**Support from British Triathlon**

- Support from local [Regional Committee](#).
- Direct Access to, and support, through the local [Regional Manager](#).
- Access to [club support library](#)

**What will you gain from the experience?**

This is a pivotal and highly rewarding role. The success and impact on the club will be determined by the post holder's own ambitions and enthusiasm. As well as the ability to guide and engage with others, it is the opportunity to take on a new challenge and influence the direction of the Club.

NAME			
SIGNED	C D TAYLOR	DATE	27/2/23

*M.T. CLARKE*