## Chairperson Role Description

### Overview of the role

The Chairperson has overall management and direction of the venue.

**What the role involves**

Exact responsibilities will be agreed but will likely include:

* Taking overall responsibility for the day-to-day management and success of the venue
* Being the venue’s ambassador and spokesperson
* Developing and agreeing a long-term plan for the venue and set direction
* Ensuring the venue runs efficiently, working with the treasurer to ensure the income is sufficient to meet running and development costs
* Hosting committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
* Working with the secretary to agree management team meetings, agenda items and minutes (meeting notes)
* Delegating roles and responsibilities to volunteers and throughout the membership
* Motivating, supporting and thanking all volunteers
* Hosting the Annual General Meeting (AGM) , updating all members on key club news, decisions and results working with the management committee

**Training and support available**

Before starting in this role, you will receive training from [ ] who will go through the process with you. You will receive ongoing support from [ ].

### Skills and experiences needed for the role

* Confidence and leadership
* Excellent communication skills
* Ability to delegate and monitor
* Enthusiastic, friendly and approachable
* A good listener

**Commitments**

* As a guidance, this role typically takes up around [ ] hours per week, which may be more at key times i.e. AGM
* You will need to attend committee meetings and events
* This role requires a DBS check (dependent on your contact with children and/or adults at risk and/or access to confidential information)