

Bournemouth Rugby Football Club

Job Specification - Chairman

Main purpose of role

To act as principal Club officer throughout the year, chair Management Committee meetings and to make decisions whenever the need arises, in consultation with other Club officers when appropriate.

To attend meetings in a neutral and uncommitted capacity and to enable the group to have a discussion with a neutral person in the chair.

Actual duties involved

To provide direction for the club by effective leadership and management
Monitor and evaluate the progress of agreed actions, both short term and strategic
Ensure that succession and forward planning are integral and ongoing in the club
Manage other club officers to ensure the delivery of their responsibilities
Ensure that the two common elements mentioned above are in place and followed by members
Ensure that the club structure and responsibilities are transparent and available to the membership
Represent (or arrange a representative for) the club on the constituent body committee
Chair and manage the Executive and Management Committee meetings
May be required to undertake interviews with press / media
Act as point of reference for external agencies in conjunction with the Secretary

Liaison with: Committee and Club members

The post holder will be responsible to: The Club Officers

Meetings to attend

Executive and Management committee meetings.
Sub committees by request.
Annual and Extraordinary General Meetings.
County annual general meeting if appropriate.
RFU forums and meetings if appropriate.

Estimated time commitment: Approximately 1–2 hours per week throughout the year.

Term of role

The chairperson will be appointed at the AGM for a period of one year at a time, with the hope that the post holder will retain the role for a maximum of 3 years.

Attributes

Enthusiasm to move the club forward in its chosen direction.
Ability to control agenda/duration of meetings.
Arbitrator/conciliator at times of disagreement.
Must be able to delegate tasks and motivate others to take action.