

Role Description

Role:	Chairperson
Role Description: The Chairperson is charged with providing leadership and direction to the Club and its Management Committee. He or she is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the club. He or she also works to optimise the relationship between the Committee, volunteers, organisers and other members, and to achieve the club's agreed goals. The Chairperson is generally the spokesperson for the Club and should work to maintain key relationships within and outside of the Club. Key Responsibilities: • Chair Committee Meetings and the Annual General Meeting • Ensure all Committee Members are aware of their role and responsibilities • Sets the tone and strategic direction for the Club; setting out its vision and values • Enable Committee members to achieve their tasks and fulfil their responsibilities • Act as an ambassador for the club, liaise with club members and convey any concerns and expectations to the Committee • Manage the Social Secretary • British Cycling Official Role • CASC - Responsible Person • Quorate Committee Member Details of any specific knowledge or skills required: • The Chairperson should be an excellent communicator and have the ability to inspire and motivate the Committee to achieving the aims and vision of the Club • Down to earth and able to communicate with members of the Club at all levels, irrespective of their cycling ability Additional Information: • Authorised signatory to the Club's bank accounts • Subject to re-election at each Annual General Meeting • Typical tenure – 3 years	
Time Commitment:	General Admin - 1 hour per week Annual General Meeting/ Annual Dinner - 2 to 3 hours preparation for each event Plus attendance at Committee Meetings, AGM and special projects