



# SALTORD FOOTBALL CLUB

## ROLE DESCRIPTION

### **Club Chair.**

The Club Chair is appointed by the AGM / EGM by a vote, if required, of the members present. There is no maximum term that the Chair can hold the position and they are free to resign at any time without a replacement being in place. Should this occur, the remaining committee will elect someone to fill the role until either an AGM or EGM is held.

The Chair is responsible to the Club Committee and reports to them.

The main roles of the post are to chair the committee meetings, AGM, and any EGM's, to assist the Secretary to produce the agendas and head the Committee in making decisions for the benefit of the whole club, including disciplinary matters. The Chair also provides the main point of contact for people within and outside the club on just about every aspect of the club's activities. As the Chair of the club, it is essential to remain objective.

Tasks include;-

- Chair committee meetings / AGM / EGM's.
- Agree agenda for scheduled committee meetings and the club AGM.
- Representing the club at outside meetings at the direction of the Club Committee.