

Job Title: <b>Chairman</b>	Club Name: WAMASC
Reports to: Membership	Revision Date: 21/01/2016

#### **Position Overview**

The Chairman sets the overall annual committee agenda (consistent with the views of members), helps the committee prioritise its goals and then keeps the committee on track by working within that overall framework.

At the operational level, the major function of the Chairman is to facilitate effective committee meetings.

## **Responsibilities and Duties**

- Lead the culture and purpose of the club
- Oversee the development and successful implementation of the club's strategic plan
- Ensure the club has a strong risk management focus and strategies to minimise risks
- Manage committee and/or executive meetings
- Manage the annual general meeting
- Represent the club/group at local, regional, state and national levels
- Act as a facilitator for club/group activities
- Ensure the planning and budgeting for the future is carried out in accordance with the wishes of the members

## **Knowledge and skills required**

- Can communicate effectively
- Is well informed of all organisational activities
- Is aware of the future directions and plans of members
- Has a good working knowledge of the constitution, rules and the duties of all office holders and subcommittees
- Is a supportive leader for all organisations' members