

Role Outline: Chairperson

RESPONSIBLE TO: Committee

SKILLS REQUIRED:

- Confident and Effective Communicator
- Great organisation skills, able to delegate duties.
- Enthusiastic and a good motivator
- Spokesperson for the club.

MAIN DUTIES

- 1) Act as the ambassador for the club or organisation.
- 2) Call and facilitate smooth running of meetings.
- 3) Identify other key committee roles.
- 4) Ensure that committee members are aware of their roles and responsibilities.
- 5) May be called on to act as mediator.