

CHAIRMAN – Cambourne Exiles RFC

Main purpose of role: There are two distinct functions of the chairperson, the executive role and the ambassador role. They are applicable in different instances.

- To chair the meetings and act as principal officer throughout the year, by making decisions whenever the need arises in consultation with other officers.
- To attend meetings in a neutral and uncommitted capacity, 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 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 committee and other club meetings
- To ensure that equal opportunities exist through the committee and its actions

Liaison with: Committee members & Club members

The post holder will be responsible to: The Executive committee

Meetings to attend

- Executive committee meetings
- Club Annual General Meeting if appropriate
- County Annual General Meeting
- RFU forums and meetings if appropriate

Estimated time commitment: average 1 – 2 hours per week through the year

Term of role: The chairperson will be appointed for one year at a time with the hope that the post-holder will remain in position for a maximum of 3 years.

Benefits

- Associated expenses will be paid for by the club as approved by the committee and directed by the treasurer
- Increase in profile within the rugby fraternity and local & national media