

## Worcestershire Squash & Racketball Association

### **CHAIRPERSON**

#### **Role Outline**

##### **Main Purpose of the Role:**

- To lead and generally oversee and support the functioning of the County Committee
- To chair relevant meetings (principally the executive committee) in a neutral role, to ensure effective discussion and decisions
- To make decisions when required, in consultation with other officers as appropriate

##### **Duties:**

- Agree meeting agendas and approve minutes with the secretary
- Chair meetings, ensuring effective and balanced discussion leads to clearly documented decisions and actions
- Lead, co-ordinate, motivate and support committee members and other volunteers
- Ensure equal opportunities principles are practiced within WS&RA committees & activities
- Attend at least some of the key events hosted by the County
- Facilitate effective working relationships and communications between WS&RA and its constituent member clubs
- Influence or persuade club committees to contribute actively to WS&RA via nominations for County roles, attendance at the AGM and league meetings, &/or via encouraging volunteers to support events
- Represent the County (or ensure the County is represented) at relevant ESR and other meetings and events
- Act as an ambassador for Worcestershire S&RA, for ESR and for the games of squash & racketball at all times

##### **Liaison with:**

- Committee Members
- Chairs (or squash chairs) of member clubs in the county
- England Squash & Racketball

[NB. Some of this liaison will be via the Secretary or other committee members]

**Responsible to:** the AGM / constituent clubs within the County

##### **Key Meetings to attend:**

- Main WS&RA Committee meetings, and any relevant sub-committees
- WS&RA General Meetings, including the AGM
- Club AGMs if appropriate
- England Squash & Racketball AGM, Council and any other relevant meetings (though these may be delegated to an alternative Worcestershire representative)

**Estimated Time Commitment:** average 1-2 hours per week (will vary across the season)

Term of the Role: elected annually at the County AGM. It is hoped the post holder will commit to the role for between 2 and 6 years to provide some continuity to the County Committee

**Other:**

Reasonable out of pocket expenses will be covered for travel, phone calls, postage, etc