



Surf Life Saving Great Britain Role Description - Club Chairman

Purpose: To chair the club meetings and act as principal officer throughout the year, making decisions whenever the need arises in consultation with other committee members.

Main Responsibilities:

- To ensure that SLSGB complies with its governing document, charity law, company law and any other relevant legislation or regulations
- To ensure that SLSGB pursues its objects as defined in its governing document
- To ensure SLSGB applies its resources exclusively in pursuance of its objects
- To contribute actively to the committee role in giving firm strategic direction to the organisation, setting overall policy, defining goals and setting targets and evaluating performance against agreed targets
- To safeguard the good name and values of SLSGB
- To ensure the effective and efficient administration of SLSGB
- To ensure the financial stability of SLSGB
- To protect and manage the property of SLSGB and to ensure the proper investment of the SLSGB's funds
- If SLSGB employs staff, to appoint the chief executive officer and monitor his / her performance

Key Skills:

- Be well informed with regard to club activities, the financial situation and all meeting agendas
- Be able to represent the club at all levels (national and local)
- Be able to chair committee meetings and all other club meetings, ensuring that all involved in the club can express their views
- Good preparation and organisational skills
- Be able to ensure that all meetings run smoothly, follow the agenda and are recorded
- Be unbiased and impartial – the Chairman must temporarily give up his/her post to another in meetings where he/she is personally involved in a matter to be discussed

Behaviours:

- Good listener
- Effective Communicator
- Diplomatic and helpful

