

**Goalball UK – Club Minimum Standards**

# 9. Club Constitution – Chairperson

This guidance has been adapted from Sport England Club Matters (<http://www.sportenglandclubmatters.com/club-planning/governance/your-committee/>) as best practice for developing your club’s committee.

## Example Role Outline: Chairperson

Name of club:

Role:

Responsible to: Normally the Club Committee

Name of Chairperson:

Start date: XX/XX/XX End date: XX/XX/XX

Typical Responsibilities:

* Support the efficient running of the club
* Chairing regular committee meetings and the Annual General Meetings (AGM)
* Helping others to understand their roles and responsibilities
* Recruiting new committee members, taking into consideration skills, experience and diversity
* Communicating with various members within the club
* Being actively involved in creating and following a Club Development Plan
* Representing the club at local and regional events
* Assist the club to fulfil its responsibilities to safeguard children at club level
* Ensuring an understanding of the legal responsibilities of the club to which the Club complies
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately

These are example responsibilities – please adapt this template to suit your club’s needs.

**Should you need any additional information in relation to club committee please contact Tom Dobson at Goalball UK.**

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