



BRENTWOOD TRAMPOLINE CLUB

This is a volunteer agreement for the role stated below and is not intended to be a legally binding contract of employment. The Club will pay the volunteer out of pocket expenses and provide suitable training as required.

The Club will also carry out adequate risk assessments and treat volunteers in accordance with its equal opportunities policy. Volunteers agree to follow the rules and policies of the Club and are requested to do their best to meet time commitments, giving adequate notice if this is not possible.

ROLE TITLE: CHAIRPERSON
RESPONSIBLE TO: THE CLUB MANAGEMENT COMMITTEE
SKILLS REQUIRED:

- ✓ Leadership skills
- ✓ Communication skills
- ✓ Planning and organisational skills
- ✓ Experience of working with people
- ✓ Effective volunteer management and teamwork skills
- ✓ Effective public speaker
- ✓ Prepared to make a regular time commitment

ROLE PURPOSE:

1. To ensure the Management Committee functions effectively.
2. To represent the vision and mission of the Club.

MAIN TASKS ARE TO:

1. Chair meetings of the management committee/directors/organising committee.
2. Play an executive role as the principal officer throughout the year.
3. Take the lead role in the planning and development of the Club.
4. Delegate tasks as required.
5. Manage the agenda and control discussions in Club meetings.
6. Liaise with the secretary in regards to the agenda for each meeting and approve the minutes before they are circulated.
7. Ensure meetings and discussions do not contradict the Memorandum and Articles of Association / Constitution.
8. Hold the casting vote of the Club committee.
9. Act as a conciliator between two or more parties in order to resolve a disagreement.
10. Liaise with the Club treasurer to ensure that funds are spent appropriately and in the best interests of the Club.
11. Prepare and present the annual report in conjunction with the Club secretary.
12. Act as a point of reference for external agencies in conjunction with the Club secretary.

RECOMMENDED QUALIFICATIONS:

- ✓ BG Club Management Awareness Module