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| **Role** | **Chairperson** |
| **Role purpose** | Leading and developing the club on behalf of the members.  To guide the activities of the club in accordance with the constitution and the policy expressed by the AGM, and as much as possible with the wishes and the best interests of the membership. |
| **Responsible to** | Management committee and members. |
| **Duties** | 1. Chair bi-monthly committee meetings, Annual and Extraordinary General Meetings in accordance with the clubs constitution. 2. Carry the deciding vote in any decision. 3. Lead the committee in making decisions for the benefit of the whole organisation including disciplinary matters. 4. Manages the day to day running of the club. 5. Assist the secretary to produce the agendas. 6. Assist the club to understand it’s responsibilities to safeguard children and maintain privacy. 7. Ensure an understanding of the legal responsibilities of the club to which the club complies. 8. Shape the future development and growth of the Club. 9. Co-ordinate the efforts of the Committee in development plans for the club. 10. Ensure the organisation is represented at British Canoeing regional / national meetings. 11. Attend meetings with external bodies as required. 12. Act as an ambassador for the club. |
| **Qualities** | Good communication skills.  Good listening skills.  Background in management is desirable  Strong leader who can be objective  Confident and effective in communication  Enthusiastic and able to motivate others |