



CHAIR PERSON

Responsible to: [Parents forum](#)

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident and effective communicator
- Enthusiastic and a good motivator
- An appropriate spokesperson for your club or organisation.

Role / Main Duties

- To chair and control the meetings of the Parent Forum
- Call meetings when appropriate.
- Consult with the secretary on the content of the agenda and minutes of meetings
- To be involved, where appropriate, in the coordination of all club activities
- Oversee decisions made by the Forum and any sub committees
- Oversee the work of officers and other club personnel
- Ensure the implementation of good practice and child protection policies with the club
- In conjunction with the secretary present the annual report
- In conjunction with the treasurer present the annual accounts
- In conjunction with the Welfare officer ensure the club adheres to the BJA child protection policy
- Keep up to date on BJA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Report to the Parents Forum at the first opportunity of any instant decisions taken, and ensure that all policy decisions are ratified by the Parent Forum
- Act as the ambassador for the club or organisation.
- Identify other key Forum roles.
- Ensure that forum members are aware of their roles and responsibilities.
- May be called on to act as mediator.

Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and club management meetings

Name _____

Signed _____

Date _____