

Royal County of Berkshire Bowling Association



ROLE PROFILE

CHAIRPERSON

The Chairperson will chair all Management meetings and be responsible for the liaison and cooperation between officers and any sub-committee.

The Chairperson is elected for a three-year period at an AGM and attracts an Honorarium.

Who will I work with?	The Management Committee & any relevant sub-committees.
What will I do?	- Attend of all meetings mentioned above plus Council meeting and AGM. - Chair meetings of Management Committee. - Chair any relevant sub-committees if required. - Liaise with the General Secretary over sending notice and papers for the AGM and Council Meeting. - Ensure any meetings are run effectively and in a timely manner. - Should a formal complaint be received by the county, it is for the Chairperson to decide if there is a case to answer, and if so, it needs to be referred to the Disciplinary Officer. Once passed onto the Disciplinary Officer the Chairperson will have no further part. - Give six months' notice, in writing, of intention to stand down from office.
What do I need to do this role?	- An experienced and effective manager - Confident and good at communicating - To be approachable and friendly - Diplomatic and discreet. - Well-organised.
What are the benefits and how will you support me?	This is a very prestigious position within Berkshire, and support will be provided as and when required.