

EAST RETFORD RUGBY UNION FOOTBALL CLUB

FOUNDED 1952



JOB DESCRIPTION

Chairman

Name of Chairman:

Responsible to: General Committee

Purpose:

To provide vision, leadership and business planning to help develop all aspects of the club, from playing and team development to running the business and fundraising.
Ensuring that support for succession planning is in place, for the benefit of all.

Key aspects of the role:

1. Lead and Direct the Club's activities

Provide clear direction to the General Committee for the future development of the Club and for its day to day running.

1. Arrange and lead club meetings

Arrange and chair Executive and General Committee meetings, Emergency Committee Meetings, Sub-Committee meetings concerning club policies and working with the Honorary Secretary to prepare the Annual General Report from these meetings.

2. Implement policies and strategies

Use the latest legislation to ensure health, safety and welfare policies are implemented.

Lead the creation of club development and business plans.

3. Ensure club representation

Make sure the club is represented at the RFU AGM and local Constituent Body (CB) meetings.

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.