



Club /Organisation: .....

Volunteer Name: .....

Volunteer Contact: .....

## Role Outline: Chairperson

**RESPONSIBLE TO:** Committee

**SKILLS REQUIRED:**

- Confident and Effective Communicator
- Great organisation skills, able to delegate duties.
- Enthusiastic and a good motivator
- An appropriate spokesperson for your club or organisation.

**MAIN DUTIES**

- 1) Act as the ambassador for the club or organisation.
- 2) Call meetings when appropriate.
- 3) Identify other key committee roles.
- 4) Ensure that committee members are aware of their roles and responsibilities.
- 5) Chair committee meetings.
- 6) May be called on to act as mediator.

**Time Commitment:** .....