



TCA Committee Job Description

Role Title: Chairperson

Role Description: The Chairperson needs to be diplomatic, a good listener, able to make decisions with the best interest of the club in mind. To lead the club via the committee, delegating and ensuring that club policies, values and good practice is the norm. A good knowledge of the club, its constitution and methods is essential.

Responsible to: The Committee and Club members

Key Tasks:

- Arrange committee meetings, AGM meetings, and EGM
- Attend and Chair meetings
- Ensure that notes taken reflect accurately the meeting content
- Ensure Action points are carried out
- Manage meetings to ensure everyone is able to present their views
- Ensure that meetings start and end on time
- Keep the meeting focused and move it on if deviations occur
- Ensure minutes and agendas are circulated
- Be aware of agenda contents
- Represent the club where necessary
- Provide support and guidance for other officers
- Delegate and follow through

Liaison: Vice Chair/ committee members/members/external organizations.

Special Consideration: If the work becomes too much or you foresee problems, raise this with the secretary/committee before it becomes a huge issue rather than soldier on.

Time Commitment: Approx 20 hours per annum.

Allowable Expenses:

These must be approved by Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM