

# Chairperson Role Description

## Chairperson

The Chairperson takes responsibility for day to day management and decision making on behalf of the management committee. The Chair will normally be elected from the membership and will often have been a management committee member.

## Roles and Responsibilities

- To have responsibility for the day to day management of the tennis venue
- To develop good working relationships with key personnel, i.e. Head Coach
- To make decisions on behalf of the management committee after consulting members
- To agree meeting agendas with the Secretary
- To oversee meetings, keep to the agenda and ensure the meeting remains focused
- Act as a spokesperson for the tennis venue
- Motivate and support management committee members
- Lead the direction of growth and retention

## What makes a good Chairperson?

- Well informed about the activities of the venue, along with the financial position
- Understands the constitution
- Experience of chairing and managing meetings, offering everyone the chance to share their view
- Has time to prepare for the meeting and ensures they have an understanding of all issues
- Able to keep the meeting to the agenda and make sure all issues are covered
- Unbiased and impartial
- Good listener and able to summarise the key points of any discussion and draw a conclusion
- Able to communicate clearly and concisely
- Diplomatic and helpful.

## Estimated Time Commitment

10 management committee meetings per annum, 1 AGM, County AGM, other meetings as required

2 – 3 hours per week throughout the year

## Key relationships

Head Coach, Team Captains, Management Committee, Sponsors, the LTA, the County LTA Office.

