The Chairperson should preside at all General Meetings of The Club except as laid down in The Club Constitution. He or she shall be responsible for guiding the activities of The Club in accordance with its rules and general policy as expressed by the majority of its members.

**Areas of Responsibility**

**Responsible to:**

* + The Club Executive Committee and The Club members

**Purpose:**

* + To ensure an efficient and well managed club

**Commitment:**

* + 2 – 4 hours per week plus committee meetings

**Main tasks:**

* Chair committee meetings and AGM’s in accordance with The Club’s policy
* Assist The Club Secretary to produce the agendas
* Lead the committee in making decisions for the benefit of the whole club including disciplinary matters

**The Person**

* They should be a member of The Club or an individual member of the BCU
* Enthusiastic and able to motivate others
* Well known in The Club
* Organized, honest and trustworthy
* Knowledge of The Club and committee is essential
* Background in management is desirable
* Strong leader who can be objective
* Confident and effective in communication