



Committee Role Descriptions

Title: Chair

Overview: Manchester Chargers are the premier Touch club in the North West and our goal is to grow and sustain the sport. Our focus is to develop the game, grow participation and help more people to play Touch, more often.

Role purpose: The role of the Chair is to provide leadership and direction to the committee, enabling them to fulfil their responsibilities for the overall strategic direction of the club.

The overall responsibilities of the Chair are:

- Providing leadership to the committee in understanding and executing their role
- Working with other committee members to ensure that there is a common understanding of the vision, mission, strategic objectives and strategic priorities by the members and other key stakeholders
- Ensuring the flow of information, the sub-committee is effective and appropriate and that decisions that are taken at committee meetings are implemented and sustained
- Acting as an ambassador, representative or spokesperson for the club at appropriate events, meetings or functions
- Acting as the final stage adjudicator for disciplinary and grievance procedures if required
- Attend and Chair committee meetings (~8 per annum - can be virtual) and the AGM

Length of term: Elected by Voting Members at AGM for a 1 year term.

Touch Calendar: The Touch calendar is cyclical, with key tournaments taking place over spring and summer with more focus on strategic planning over autumn and winter.

Required Skills and Experience:

Person specification	E	D
Proven track record of effective leadership and management of a team or organisation.	X	
Well-developed interpersonal, verbal and written communication skills	X	
Highly motivated and target-orientated	X	
Significant experience of building trust and strong relationships with a range of stakeholders at all levels.	X	
Ability to act independently and impartially, making decisions objectively, based on understanding of facts and different perspectives.	X	
Have operational/leadership capability to develop and deliver team vision		X
Experience of leading a committee, successfully achieving specified aims		X
Needs strategic experience	X	



Committee Role Descriptions

Excellent engagement at all levels		X
Understanding of governance processes - for legal reasons due to Covid-19		X
Experienced in inclusivity and involvement of different groups		X

Scope of job/key elements:

Main Duties and Job Accountabilities	Measures and Input Required
Strategic development and review	Lead the development of the strategic plan in partnership with the committee, members and other stakeholders, including regular reviews and updates as required.
Governance	Ensure the club has appropriate risk management frameworks and controls in place. Ensure the club has appropriate policies and processes in place, particularly around junior participants and safeguarding. Ensure that the appropriate training has taken place to meet safeguarding requirements.
Committee Operation	Chair and provide leadership to the committee to ensure it operates effectively, enabling other members to fulfil their responsibilities for the overall strategic direction of the club.
Finance	Ensure the organisation remains financially sustainable and financial risk is managed effectively. Ensure the financial information available at end of year reporting is robust.