

REIGATE PRIORY BOWLING CLUB

Role Description

Role Title: Club Chairman

General Description

To assist in the smooth running of Reigate Priory Bowling Club for the benefit of its members by providing a strategic overview and direction from which the committee may formulate processes for success and growth.

Specific Duties

1. To chair any club AGM, EGM or committee meeting, to introduce the processes of voting, and to be the casting vote where required.
2. To liaise with infrastructure managers and to act as the conduit between them and the club committee.
3. To foster relationships with local organisations including adjacent sports clubs, the Park Lane Residents' Association etc.
4. To ensure that all legal formalities incumbent upon the club have been undertaken or completed by the relevant officers,
5. To ensure that the Club Trustees are apprised of all matters of which they should be made aware.
6. To provide input to the Secretary on required agenda items for committee meetings.
7. To maintain cognizance of new, or amendments to existing, national or local laws or regulations which could in any way affect the operations or activities of the club.
8. To provide positive support and encouragement to infrastructure managers in the pursuit of their activities.
9. To adhere to all RPBC policies and procedures.
10. To actively monitor the succession plan to ensure the future viability of the Club and to maintain continuity.
11. To ensure that those taking on the relevant operational roles within the Club are carrying out their duties in a proactive and timely manner and in accordance with their job descriptions.

Other Duties

1. To actively involve Club members in the day to day running of the Club, and to ensure a succession of knowledgeable participants for the future.
2. To undertake such other tasks as may be reasonably requested by Captains, Trustees or other club officers.
3. To set an example to club members by taking an active part in all club activities.