

Outline Role Description – Chair

This template can be used to support volunteers who want to take on a more established role in its entirety. It will set out their roles and responsibilities, any specific time commitments, the support that will be available to them and importantly, the personal qualities that are well-suited to the role.

Club:	
Volunteer role title:	Chair
Desirable qualities:	<p><i>Provide examples of the qualities best-suited for this role:</i></p> <p>For this role, you are likely to:</p> <ul style="list-style-type: none"> • Be friendly and approachable • Be able to think strategically • Have strong interpersonal skills
Main tasks:	<p><i>Outline the main tasks of this role. Remember to think about the language you use to demonstrate it is interesting, rewarding and impactful. Example tasks may include:</i></p> <ul style="list-style-type: none"> • Support the efficient running of the club • Chairing regular committee meetings and the Annual General Meetings • Recruiting and supporting new committee members, taking into consideration skills, experience and diversity • Being actively involved in creating and following a Club Development Plan • Representing the club at local and regional events • Assist the club to fulfill its responsibilities to safeguard children at club level • Ensuring an understanding of the legal responsibilities of the club to which the Club complies
Supported by:	<i>Provide a name and contact details of who will support them in their role</i>
Hours/ days:	<i>Try and be as flexible as possible to accommodate the availability of the volunteer. However, where there are set hours and days for when the role needs to be fulfilled, you should make them clear.</i>
What can be gained from this role?	<i>Outline the skills, qualifications, experiences that the person in this role may expect to achieve</i>

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Other information:

Provide any other information which will help make the role appealing and reassure the potential volunteer that it will be a fun, rewarding and supported opportunity!

This is an example template – please adapt to suit your club’s needs.