



# Trentham Canoe Club (TCC)

## Chairperson

Role Description

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**Responsible to:** Management committee and members

**Role purpose:** To ensure an efficient and well managed club/centre/committee

**Commitment:** 2 - 4 hours per week plus committee meetings

### Main Tasks

- Committee meetings and AGM's in accordance with the organisations policy o Assist the secretary to produce the agendas
- Act as an ambassador for the club, centre, region or discipline
- Lead the committee in making decisions for the benefit of the whole organisation including disciplinary matters
- Ensure the organisation is represented at British Canoeing regional/national meetings

### Skills required

- Knowledge of the club, centre or committee is essential
- Background in management is desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others

### Review History

Date	Version	Activity	Lead
March 2018	V1		Tammy Holmes