Club Chairperson - Peacehaven and Telscombe Bowls Club

Position:
Club Chairperson (Officer of the Club)

Reports To:
Club Committee and Members

Term:
Elected annually at the Club's Annual General Meeting (AGM)

Role Purpose:
The Chairperson leads the club and its management committee, ensuring the Club runs smoothly, fairly, and in the best interests of all members. They provide strategic direction, help make key decisions, and represents the club within the local community, County and the wider bowls network.

Skills and Qualities Needed:

- Friendly, approachable, and fair-minded
- Excellent communication and organisational skills
- Confident chairing meetings and leading discussions
- Able to make balanced decisions and encourage teamwork
- Reliable and willing to give time to support the club
- Very strong knowledge of BE, National and County Regulations and Guidance
- Expert knowledge of the Club Constitution, Bye Laws and Guidance
- Acts as the Clubs Complaints Assessor
- Sound computer skills, (word, spreadsheets, and email)

Why Volunteer as Chairperson?

- Make a real difference to the future and success of the club
- Enjoy promoting the game of bowls and supporting the club

Main Responsibilities:
Leadership and Meetings

- Chairs Management Committee and general meetings in a fair and inclusive way.
- Commitment to fairness, integrity, and community spirit
- Encourage teamwork, transparency, accountability and ensure everyone's views are heard, across the committees.
- Work with the Secretary to prepare meeting agendas and ensure actions are followed up.
- Lead the club in line with its constitution and agreed policies.
- Supports the development and implementation of the club's strategic goals and objectives.

Representation

- Act as the main representative and spokesperson for the club alongside the President, representing the Club at association meetings, official functions, and community events.
- Build positive relationships with members, life members, local councils, bowls associations, County Bowls and community groups.

Supporting the Committee

- Support committee members and volunteers in their roles.
- Help resolve any issues or conflicts that may arise acting as Club Complaints Assessor following BE guidance Regulation 9.
- Encourage good communication across all aspects of the club.

Financial and Club Oversight

- Work with the Treasurer to make sure the club's finances are well managed and transparent.
- Approve significant spending decisions with committee agreement.
- Support fundraising and sponsorship efforts.
- Creates the Club strategic plan, maintaining growth and development

Member Engagement

- Helps to create a friendly, welcoming, and inclusive environment for all members, visitors and guests.
- Encourage participation in all social and bowling activities.
- Listen to members feedback and take appropriate action where needed.

Time Commitment:

- Leads the monthly committee meetings
- Participation in club events, matches, and Chairs the AGM
- Approx. 4-6 hours per week on average (varies by season and club activities)

Support Provided:

- Guidance for other members and committees etc