A close up of a sign

Description automatically generated**ABERDEEN TAEXALI RUGBY CLUB COMMITTEE**

**Chairperson**

# **Profile:**

The Chairperson has a strategic role to play in representing the vision and purpose of the organisation. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. The chairperson trusts in the committee to take on their roles and responsibilities and supports them appropriately.

# **Duties / Responsibilities:**

* Ensure the management committee functions properly
  + To plan and run meetings in accordance to the constitution.
  + To ensure matters are dealt with in an orderly, efficient manner.
  + To bring impartiality and objectivity to meetings and decision-making.
  + To facilitate change and address conflict within the committee.
  + To review governance performance and skills.
  + To plan for recruitment and renewal of the Management Committee.
* Ensure the club is managed effectively
  + To co-ordinate the committee to ensure responsibilities for particular aspects of management, subcommittees and projects are met and specialist expertise is employed as required.
  + To facilitate change and address conflict within the club, liaising with the committee and coaching staff to achieve this.
  + Chairperson is impartial. They can not take part in a vote except in the event of a tie.
* Provide support and supervision to staff
  + To manage the committee and staff of the club.
  + To sit on appointment and final appeal grievance panels, as appropriate.
* Represent the club
  + To communicate effectively the vision and purpose of the club.
  + To advocate for and represent the club at external meetings and events, or to ensure that appropriate committee member is present.
  + To be aware of current issues that might affect the club.

# **Qualities & Skills**

* Good leadership skills.
* Good communication and interpersonal skills.
* Impartiality, fairness and the ability to respect confidences.
* Ability to ensure decisions are taken and followed-up.
* Good time-keeping.
* Tact and diplomacy.
* Understanding of the roles/responsibilities of a management committee.
* Experience of organisational and people management.