

SPRING PARK SHIRLEY BOWLING CLUB



ROLES & RESPONSIBILITIES - CHAIR PERSON

The Chairperson must be a full member of SPSBC.

- Is an Officer of the Club and chairs general committee meetings and the AGM.

RESPONSIBILITIES

- Be an ambassador for the club representing the Committee to Club members and the public.
- Chair the Management Committee and Annual General Meetings
- Attend, where possible, all meetings or delegate responsibility to another officer where necessary/appropriate.
- To work with the Honorary Secretary to prepare the agenda for each meeting and to make sure it is distributed by the Honorary Secretary to all meeting attendees.
- At meetings, to officiate in a manner whereby all attendees have a fair chance to speak and make their points heard and rule on points of order or constitution.
- To instigate a vote on matters requiring a decision, the result to be declared and minuted.
- Ensure that decisions related to the association are made by a majority of the committee and only if there is an equality of votes and after hearing all arguments, may use a casting vote.
- Together with the Honorary Secretary, be the focal point for queries and/or complaints
- To act as Complaint Assessor or appoint another Committee member to act as Complaint Assessor if not available or the Club Chair has a conflict of interest.

SKILLS REQUIRED

- Knowledge of SPSBC constitution and 'operational workings of the club'.
- Knowledge of the game of lawn bowls
- Good general literacy
- Good communication skills
- Computer literacy
- Can maintain confidentiality on relevant matters.