

## **Club Chairman**

Broadly speaking, the role of the Club Chairman is to co-ordinate the management of the Club for the benefit of its Members. The Club Chairman is not only the figurehead of the club but also the person most responsible for steering the club and ensuring that the club's practices and policies result in a thriving bridge community. A good Chairman will be the driving force behind a club's initiatives and will work closely with the other officers of the club. The Chairman acts as the spokesman for the club and deals with any issues of conflict which may arise. He needs to be aware of the club's financial situation and how the club is functioning on a day to day basis. The Chairman should be familiar with the Club Constitution and the club's rules and regulations, as well as the abilities and experience of his Committee Members. The Chairman's tasks will include:

### **Committee meetings**

- Plan and organise committee meetings.
- Liaise with the Club Secretary in preparing agendas, making sure that all current issues are covered.
- Liaise with the Treasurer to ensure that any financial documents are ready for the meeting.
- Ensure that all relevant documents are either circulated to participants in advance or are to hand at the meeting.
- Arrive in good time in case individual members wish to speak to him before the meeting.
- Ensure the meeting starts on time and continues without too much diversion from matters in hand.
- Give everyone at the meeting a chance to speak.
- Be diplomatic and smooth over differences of opinion if they arise.
- Make sure that any necessary decisions are taken with a vote if needed. If votes are divided equally, the Chairman may have the casting vote.
- Summarise decisions and action points at the end of the meeting.

### **AGM and any other general meetings of members**

Apart from the duties as above for the regular Committee meetings, the Chairman will normally:

- Welcome attendees.

- Present an annual report on the club's situation highlighting successes and bringing members' attention to any special issues they need to be aware of.
- Present cups, awards and prizes.
- Thank individuals for their contributions to the running of the club.

### **Other responsibilities and duties**

- Encourage members to take an active part in running the club.
- Recruit new members for the committee when necessary.
- Make sure new members are made welcome and looked after.
- Deal with complaints and mediate in case of disputes.
- Speak to individual members regarding particular issues when necessary.
- Represent the club at local, county and national levels.
- Help promote the club.
- Oversee arrangements/rota for TDs, Scorers, Hosts, providing pre-dealt boards, etc. for each session.
- Ensure that the club has an appropriate up-to-date Constitution and Disciplinary Procedures.
- Ensure that bridge at the club is played in accordance with the Laws of Duplicate Bridge, while promoting Best Behaviour @ Bridge.
- Delegate duties as appropriate so that he has a manageable role.