



MORPETH TOWN JUNIORS

ROLE DESCRIPTION

CLUB CHAIRPERSON

Purpose of the Position

The responsibility of the Club Chairperson is to oversee the management and administrative operation of the club and to provide leadership and support to all its members. The Chairperson may achieve this through effective communication and responsible direction.

The image of a Club is often represented through the Club Chairperson and whenever representing the Club, a Chairperson should aim for the highest levels of efficiency, together with sound ethical and moral standards.

Responsibilities & Duties

General

- A passion for child sports & grassroots football.
- Always place children's welfare first, escalate any concerns to the Club Welfare officer.
- Operate within the rules and spirit of the club's constitution, code of conduct and active policies.
- Consistently behave as a positive role model, gaining the respect and trust of the children's parents and people you work with.
- Work proactively with other club officials to develop a first class club.
- Promote the club's policies and those of the FA.
- Be an elected member of the clubs Executive Committee.

Role Specific

- Provide overall leadership and strategic direction for the club and oversee the work of the Club Committee in line with the club's Development Plan.
- Be unbiased and impartial, give clear direction and set an example for others to follow.
- Be fair and reasonable and show consideration and understanding towards the feelings, hopes and expectations of others involved in your Club.
- Maintain an overview of your Club's strategic planning initiatives.
- Ensure at all times the management of your Club remains open, positive, progressive and the objects and aims of your Club are respected and observed.

- Have a good and clear understanding of your Club rules, the constitution and the responsibilities of the various office bearers.
- Be an effective and efficient Chairperson, encourage focused discussion and have a sound knowledge of meeting procedures.
- Be prepared to make difficult decisions on behalf of your Club if necessary and insist on all members and parents respecting and abiding by your Club's and any league disciplinary provisions.

Ensure the Executive Committee functions properly.

- The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner.
- The Chairperson must make the most of all his/her committee members and 'lead the team'.
- Regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members.
- Chair official meetings of the club.
- Ensure the list of responsibilities delegated to the Club Committee and various office bearers are widely communicated and understood.
- To ensure the organisation is managed effectively.
- The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organisation.
- Actively educate players, officials, club members and parents involved in your Club, to abide by and support the Club Rules, Regulations and Codes of Conduct.
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children procedures are implemented and complied with.
- Work closely with the Club's Secretary, Treasurer and Welfare Officer and other appointed Officers in ensuring the smooth running of the club.
- Ensure your club's financial management procedures and budgeting remains on target and is achieved. Actively support all fund raising and identify potential Sponsors. Treasurers report regularly to committee.
- In conjunction with the club committee, club officers, Managers and coaches, ensure the club programme of activities is exciting and varied.

To represent the organisation as its figurehead

- Represent your Club at a local, district and regional level in a positive and professional manner, actively promote your Club.

- Advocate and promote the club in the local community.
- Represent club members opinions at other FA levels e.g. county, advisory committee etc. as Required.
- Deliver and annual 'Chairperson's Report' at the club's AGM.
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions.
- Ensure volunteers are thanked in an appropriate and timely manner.
- Ensure new members are made to feel welcome and included.

Essential Requirements

- Must hold or be able to hold a club Disclosure & Barring Service (DBS) Enhanced Criminal Record with Children's Barred List check before appointment at the clubs AGM.
- Hold a 'Safeguarding for Committee Members' qualification via the FA.

Desirable Requirements

- Experience in working within youth football or a similar organisation.
- Understanding of club administrative routines.

Essential qualities or behaviours

- Good written and verbal communication skills.
- High levels of organisation and commitment.

Desirable qualities or behaviours

- Commitment to promotion and ensuring the best interest of Morpeth Town Juniors are always protected.
- Attention to detail

How much time will I need to give to the role?

Assuming the club get the correct structure in place, the role is primarily one of overseeing the management and strategic planning of the club. A commitment of 4 – 6 hours per week should suffice with some seasonal fluctuation.