Role Description – Chair

Purpose of the Role

- To provide vision and leadership for the management and development of Bowls Surrey

Appointment

- This is a Board position
- Elected at AGM to serve for a three-year period
- May stand for re-election
- Enhanced DBS Check required

Key Contacts

- Board members
- Management Committee

Responsibilities

- Lead the Board and Management Committee
- Chair Board, Management Committee and Awards Committee meetings
- Liaise with other Board members over matters that arise outside of Board meetings
- Receive County-level disciplinary complaints and delegate to Disciplinary Officer
- MC the Bowls Surrey Dinner
- Chair AGM and any Special General Meetings
- Write report for AGM
- Ensure meetings are run effectively and in a timely manner
- Act as signatory on main bank account

Time Required

- Prepare for and attend three, possibly more, Board meetings a year
- Prepare for and attend Management Committee meetings, usually three a year
- Prepare for and attend AGM and any Special General Meetings (usually none)

Skills and Attributes Required

- Experienced in leadership and management
- Confident and good at communicating
- Well organised
- Approachable and friendly