



## Maidstone Football Club

### Chairperson

#### **RESPONSIBILITIES:**

**OF ROLE:** There are two distinct functions of the Chairperson: the Executive role and the Ambassador role. To chair the meetings and act as principal officer throughout the year by making decisions whenever the need arises in consultation with other officers when appropriate. To attend meetings in a neutral and uncommitted capacity to enable the group to have a discussion with a neutral person in the Chair.

**TO:** Main Committee

**FOR:** The club and its members

#### **DUTIES:**

- To provide direction for the club by effective leadership and management
- Monitor and evaluate the progress of agreed actions both short term and strategic
- Ensure that succession and forward planning are integral in the club
- Manage other club officers to ensure the delivery of their responsibilities
- Ensure that the club structure and responsibilities are transparent and available to the membership
- Represent (or arrange a representative for) the club on the CB Committee
- Chair and manage the Exec Committee and monthly club meetings
- Encourage community links
- Attend meetings with our landlords
- Liaise and maintain existing links with our Landlord's representatives
- Reply promptly to e mails concerning the running of the club
- Working with and supporting Constituent Bodies
- Attend all first and second team home games (or find someone to represent you at 1<sup>st</sup> team away games) to encourage and support the players

#### **IDEAL/KEY SKILLS FOR ROLE:**

- Leadership and management skills – to encompass;
  - Setting objectives
  - Planning and organising
  - Controlling and setting standards
- Ability to be objective
- Good communication skills
- Good motivator

#### **TIME COMMITMENT:**

Approximately 4 to 8 hours per week dependent on the time of year