

Chairperson

The club Chairperson is the front-runner and leader of the club who oversees the sports club activity. They will provide support, advice and guidance to other committee members throughout the year and should delegate duties to ensure the committee is working as a collective. This is a challenging but exciting role and should be fulfilled by a club member with good knowledge of the club and its opportunities. The Chairperson should be a good advocate for the club and liaise well with USSU staff on a regular basis.

Personal skills

- Communication
- Dedication
- People management
- Passion for the sport
- Motivating committee members and volunteers
- Organisation
- Delegation
- Personable and approachable
- Hard working

Key responsibilities

1. Calling committee meetings – organise meetings and work with the Secretary to set the agenda
2. Chair committee meetings – lead the meetings to cover all agenda items and ensure everyone gets a fair turn to speak
3. Delegate tasks – you shouldn't have to do everything yourself so make sure other committee members have tasks to do however, ensure you do this in a manner that isn't dictating
4. Understand the aims of the club – to work towards your goals and organise activities you should understand your clubs priorities
5. Be a figurehead for the club – you must represent your club and be a good advocate for what you do
6. Be a good role model – club members will look up to you and follow your behaviours so make sure you are positive and conduct yourself well
7. Complete all paperwork – ensure the development plan and constitution are up to date and return completed paperwork sent out by the Club Sport Coordinator
8. Meet with Student Opportunities staff when required – act as the main point of contact for Student Union staff and meet a minimum of two times a year to discuss the club development plan
9. Oversee funding applications, social events, fixtures, social media and the general running of the club