



Job Title: **Chairperson**

Job Specification:

The Chairperson reports to the Committee. The role of the Chairperson is to encourage and maintain cohesion within the committee and co-ordinate the management of Sodbury Cycle Sport (the Club) for the benefit of its members. The Chairperson 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 community.

A good Chairperson will be the driving force behind a Club's initiatives and will work closely with the other officers of the club. The Chairperson acts as the spokesperson for the club and deals with any issues of conflict which may arise.

The Chairperson needs to be aware of the club's financial situation and how the club is functioning on a day-to-day basis working closely with the Treasurer. The Chairperson should be familiar with the Club Constitution, Code of Conduct as well as the abilities and experience of the Committee members.

| Item                 | Description   |
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| Key Responsibilities | <ul style="list-style-type: none"> <li>● Plan and organise committee meetings including liaison with the Club Secretary in preparing agendas, making sure that all current issues are covered and liaison with the Treasurer to ensure that any financial documents are ready for the meeting.</li> <li>● Responsible for GDPR</li> <li>● Ensure that all relevant documents are either circulated to participants in advance or are to hand at the meeting.</li> <li>● Arrive in good time in case individual members wish to speak to him before the meeting.</li> <li>● 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.</li> <li>● Make sure that any necessary decisions are taken with a vote if needed. If votes are divided equally, the Chairperson may have the casting vote.</li> <li>● Summarise decisions and action points at the end of the meeting.</li> <li>● AGM and any other general meetings of members apart from the duties as above for the regular Committee meetings, the Chairperson 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.</li> <li>● Review the Constitution and all Procedures Annually to ensure accuracy and to update as required.</li> <li>● Assist all committee members if required to complete their key responsibilities.</li> </ul> |

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| Responsibilities for all committee members | <ul style="list-style-type: none"> <li>● When on a club ride, take the role of a ride leader for the given group they are in.</li> <li>● Encourage members to take an active part in running the club.</li> <li>● Recruit new members for the committee when necessary.</li> <li>● Make sure new members are made welcome and looked after.</li> <li>● Represent the club at local, county, and national levels.</li> <li>● Promote the club.</li> <li>● Actively engage and offer any new idea in Committee meetings, for the interest of the club.</li> <li>● Provide a handover for the given role being passed onto a different person. As well as be available for questions and help for the following 14 days during the handover period.</li> </ul> |
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Disclaimer:

It is the responsibility for all committee members to work together across all activities. Although individual members are responsible for specific tasks, the committee is to work as a team and act as a non-bias route for club members. The committee are to work together as a team and assist each other, working amicably together and always putting the interests of the club over personal opinions.

Committee members are expected to attend all committee meetings where applicable. Committee meetings are to be determined and agreed together (via the WhatsApp group) and where a committee member is absent, they are to communicate any updates prior to ensure this can be discussed. The absent committee member is also to be briefed on the outcome of the meeting after to ensure complete transparency is adhered to throughout the committee.

Sodbury Cycle Sport is an unincorporated association and has no separate legal identity. An unincorporated association is not separated from its members in the eyes of the law. This means committee members will have to enter into contracts, or hold assets, on behalf of the club, rather than the club itself. In the event of a claim against the club or breach of contract members of the committee, or wider club could be personally liable.

Policy:

All committee members are to adhere to all British Cycling policies -

[https://www.britishcycling.org.uk/membership/article/bcst\\_Safeguarding-Children](https://www.britishcycling.org.uk/membership/article/bcst_Safeguarding-Children)

All committee members are to adhere to the General Data Protection Regulation 2016/679 (a regulation in EU law on data protection and privacy for all individuals within the European Union and the European Economic Area).