



West Sussex County Short Mat Bowls Association

Roles & Responsibilities

Chairperson

Reviewed: 1-Nov-2023

The Chairperson has a strategic role to play in representing the vision and purpose of the association.

The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.

Ensure the management committee functions properly

- To plan and run meetings in accordance with the "Work Plan".
- To ensure matters are dealt with in an orderly, efficient manner.
- To bring impartiality and objectivity to meetings and decision-making.
- To facilitate change and address conflict within the Association and Management Committee (MC).
- To be aware of current issues that might affect the Association.

Desirable Attributes:

- Good leadership skills.
- Good communication and interpersonal skills.
- Impartiality, fairness and the ability to respect confidences.
- Ability to ensure decisions are taken and followed-up.
- Good time-keeping.
- Tact and diplomacy.
- Understanding of the roles/responsibilities of the management committee.
- Experience of organisational and people management.

Needed:

- Computer
- Internet Access
- Excel & Word proficient
- Interface with the Association's Webmaster (To be advised).