



ROLE DESCRIPTION

ROLE TITLE	CLUB CHAIRPERSON
REPORTS TO	MEMBERS
DIRECT REPORTS	ALL SENIOR COMMITTEE MEMBERS, TREASURER, HONORARY SECRETARY, CLUB SAFEGUARDING OFFICER
GRADE	VOLUNTARY NON-PAID POSITION

NATURE AND SCOPE

As Club Chairperson you'll provide the vision, leadership and business plan to develop the club for the benefit of all. You'll run the Management Board and will be responsible for liaison and cooperation between club, officers and sub-committees. With your management skills, the club will reach its full potential.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES

- Provide leadership to all members of the Senior Club Committee on all aspects of the club including playing, fundraising, sponsorship and social activities
- Arrange and chair monthly board meetings, annual general meetings, annual financial meetings and other meetings as required
- Lead the club in the creation of BRFC Business plan
- Ensure that the club adheres to both the BRFC Business Plan and any actions in the RFU Accreditation Plan
- Secure excellent governance in all Club proceedings
- Ensure that the club is represented at the RFU annual general meeting and local constituent meetings
- Prepare the annual general report with the club Secretary
- Hand over to the next Club Chairperson as smoothly as possible
- Sit on the BRFC panel for playing disciplinary hearings
- Provide support to Safeguarding team as they report direct to the BRFC Chairperson
- Attend (or arrange a representative to attend) pre-match meals to liaise with Sponsors and members
- Attend Sunday training sessions at least once a month and walk round with the Youth Chairperson and Safeguarding Officer to review all training and engage with parents
- Ensure a good liaison with Basingstoke and Deane Borough Council and ensure that the best interests of BRFC are supported by the Council
- Liaise with Commercial sponsors and partners and attend meetings when necessary
- Write Chairman's article for each home program, approx. 300 words, and should include details of the Sponsors, visiting team for the 1st game as well as details of other senior games at home
- Cheque signatory and purchase order counter signatory
- Able to demonstrate the highest professional and personal integrity
- Communicate effectively and to present a highly professional image when representing BRFC
- Act as an ambassador for, and promote the best interests of BRFC at all times, including the promotion of the BRFC and RFU Core Values
- Undertake such other duties as maybe required from time to time as are consistent with the responsibilities of the post and the needs of BRFC.



PERSON SPECIFICATION

QUALIFICATIONS AND EXPERIENCE

- Current RFU Enhanced DBS disclosure (or willingness to obtain one)
- Recent and relevant experience of working with, or in sports clubs and preferably in a rugby environment.
- Experience of working with other agencies in business or sport
- Practical involvement in sport (preferably Rugby) as a player, coach or other volunteer
- Ideally some background in a voluntary sport operation – as a professional or volunteer

SKILLS & PERSONAL ATTRIBUTES

Ideally, you'll need to be:

- An experienced and effective leader
- Tactful, diplomatic and discreet
- Confident and good at communicating
- Well-versed in the running of the club
- Familiar with good business practices and procedures
- Well organised
- Emotionally resilient

ADDITIONAL INFORMATION

How much time it will take up:

Approximately 12 hours per week.

What you'll get out of it: This is the most prestigious position within the club, so it's highly respected within the community. As the club's leader you'll have direct hand in results on and off the pitch - it's a demanding role, but incredibly rewarding

All Role Holders must maintain an appropriate standard of confidentiality. Any disclosures of confidential information (including personal information kept on computer or other media) made unlawfully outside the proper course of duty will be treated as a serious disciplinary offence.

Personal circumstances must allow the candidate to work extended hours on occasion during times of peak activity.

The role description, person specification and responsibilities may be subject to change at the discretion of the BRFC and in accordance with business/organisational developments. Any changes will be communicated to the role holder as appropriate.