

# Bonnyrigg Rose Community Football Club



## JOB DESCRIPTION CHAIR PERSON

**Job Title:** Chair Person

**Responsible to:** Club Committee

### Skills and Attributes Required:

- Reliability
- Enthusiasm
- Good listener
- Diplomacy
- Well organised
- Decisive
- Confidence
- Good Time Keeper

### Main Duties:

1. Take responsibility for managing the Committee and the affairs of the club.
2. Be prepared to make a regular time commitment
3. Chair committee meetings in a way that allows everyone to present their views, so that all business is completed and that all decisions are properly understood and recorded
4. Oversee and guide all decisions taken by the Committee and sub committees.
5. In liaison with the Volunteer Co-ordinator, oversee the work of all officers/members.
6. In conjunction with the secretary, prepare and present the Annual Report
7. Liaise with the Secretary over the agenda for each meeting and approve the minutes before they are circulated.



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road,  
Bonnyrigg, EH19 2NU, Registered Charity SC050923

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8. Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.
9. Liaise with the Finance Manager to ensure that funds are spent properly and in the best interests of the club.
10. Help to prepare and submit any statutory documents that are required (e.g VAT, Grant Aid Reports)
11. Represent the club at local, regional and national level.
12. If unable to attend any Committee meetings, a written report should be sent to the meeting and the Vice Chair Person briefed on the Agenda.

Time Commitment: \_12 hours weekly

**SIGNATURES**

Secretary .....  
Date .....

Chairperson .....  
Date .....