



Chairperson Role Description

Key Tasks

- Call meetings when appropriate, ensuring that they are conducted in accordance with Supporters Direct rules and guidelines and ensure that agendas are set in conjunction with the secretary.
- Lead the Board, ensuring that members are recruited, inducted, receive appropriate training, are aware of their roles and responsibilities and to ensure that the Board operates as a team.
- Ensure the Trust operates in accordance with the Model Rules and other documentation adopted by the Trust Board.
- Chair Board meetings and ensure that all Board members are involved in the decision-making process.
- Ensure that all decisions taken are acted upon.
- Regular and consistent liaison with club officials.
- Signatory for all Trust financial expenditure.
- Give chairman's report at the AGM on the past year's work and any initiatives, goals etc for the next year.
- Represent the Trust externally.

Qualities required

- Commitment to attend meetings and accept responsibility for the performance of key tasks as allocated by the Board and/or membership
- Commitment to the values of the trust
- Commitment to support all motions and initiatives undertaken by the committee
- Willingness to represent the Trust membership and the values of the organisation in public.
- Committed to undertaking all key tasks defined in the Chairperson's job description.

Skills required

- An understanding of the Trust movement and the aims and objectives of the Trust.
- Excellent written and verbal skills.
- Good organisational skills.
- Have tact and discretion
- Be able to maintain confidentiality
- Ability to delegate duties.
- Understanding of Board financial management.
- Ability to lead and manage meetings.

Responsible to

- The membership of the Trust.
- The Trust Board.