

Role Outline: Chairperson

ORGANISATION NAME: Plymouth and District Badminton League

ROLE: Chairperson

RESPONSIBLE TO: League Committee

NAME OF VOLUNTEER:

START DATE: **END DATE:**

Responsibilities:

- Support the efficient running of the league
- Chairing regular committee meetings and the Annual General Meetings (AGM)
- Helping others to understand their roles and responsibilities
- Recruiting new committee members, taking into consideration skills, experience and diversity
- Communicating with various clubs within the league
- Being actively involved in creating and following a League Development Plan
- Representing the league at local, county and other events
- Assist the league to fulfill its responsibilities to safeguard children and adults within the league
- Ensuring an understanding of the legal responsibilities of the league to which the league has to comply
- Arranging handover or succession planning for the position
- Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately
- To take on other responsibilities as determined by the committee

Signed:

Date: