

## **Role Description – Club President/Chairman – Grampian Orienteers**

**This is a voluntary role.**

**Responsible to:** club membership

**The main role of the club President is to provide leadership and promote involvement of others.**

**Specific tasks include:**

- take the lead in devising and monitoring club strategy and plans
- manage the club committee and guide it towards decisions in keeping with strategy
- usually chair club committee meetings and AGM (or appoint substitute); agree agenda and minutes
- be figurehead for the club – both internally and externally
- working with Club Secretary, prepare annual report and returns as required by SOA and British Orienteering, and any other formal documentation that might arise (eg. grant applications and reports)
- liaise with Volunteer Co-ordinator to involve as many members as possible in roles that suit them
- with Club Treasurer, ensure that club funds are appropriately spent and managed

**Duration/frequency:**

- the club President is usually in post for a period of 3 years
- committee meetings are generally held once every 2 months

**Knowledge/skills/attributes required:**

- well organised
- enthusiastic
- prepared to make instant decisions when necessary
- confident at chairing meetings and speaking in public

This is NOT “Regulated Work” under the terms of the Protection of Vulnerable Groups legislation and therefore does not require the post-holder to be a PVG Scheme member.

The President might also take on other club roles, for which separate role descriptions are available.

Helen Anderson, CPO

1.1.17, review by 1.1.20