



Chair Role Outline

Responsible to

Committee

Role purpose

The Chair is the club's lead volunteer and plays a key role in guiding its overall direction. They provide leadership across all areas of club activity, from training and competition to governance and development, and ensure the club operates in line with its constitution and charitable purpose.

Responsibilities

- Provide leadership across all aspects of the club, including training, competition, fundraising, and social activities
- Lead strategic planning and key decision-making
- Build and support a team of committee members, ensuring roles are filled with consideration for skills, experience, and diversity
- Delegating, leading, and motivating committee members towards club goals
- Uphold the club constitution and England Athletics affiliation terms
- Ensure legal and safeguarding responsibilities are understood and met
- Promote and enforce the club's code of conduct
- Support the club's welfare and safeguarding practices
- Chair regular committee meetings and the Annual General Meeting (AGM)
- Lead the development and implementation of the club's development plan
- Represent the club at local and regional events
- Plan for succession and handover of the role
- Declare and manage any conflicts of interest

Key skills or qualifications

The key skills and qualifications listed are not essential requirements but are intended as a helpful guide to assess your suitability for the role, support and guidance will be provided. We work together as a team.

- Strong leadership and communication skills
- Ability to motivate and support others

- Strategic thinking and decision-making ability
- Confidence in chairing meetings and public speaking
- Understanding of governance and safeguarding in a club setting
- Experience in managing people or projects

Essential resources

- [England Athletics Club Hub - Chair](#)
- [England Athletics Club Leadership Toolkit](#)
- [Guidance and support | Sport England](#)
- [Club Constitution](#)
- [England Athletics Code of Conduct and Safeguarding Policies](#)

Key contacts

- [England Athletics Club Support Manager](#)