

Chair

The chair should seek to ensure that ALL sections of a diverse club like Macclesfield H &AC are dealt with even-handedly and that the club is properly governed and financially sound.

The chair should over a period of time, develop a clear vision of how the club should improve, what important changes need to be undertaken, and to communicate this effectively to the officers and the membership.

The position of chair should normally be held for three years. The chair should be (re) elected annually at the AGM.

Candidates must be paid up members of the club, have been with the club for at least an absolute minimum of 1 year, and ideally already hold a formal position within the club.

The chair should officiate at committee meetings, held in accordance with the constitution, which for practical purposes should take place a minimum of 6 times per year at pre agreed dates.

For each meeting the chair and secretary should prepare an agenda, together with any items that have been carried over. This needs to take account of important items to or from the governing bodies and the local county association.

At each meeting the chair must ensure that items are widely discussed in a timely fashion, utilising the knowledge of section heads and other officers as required, and that necessary decisions are made.

Meetings should be open to all members of the club, and those with specific requests should be encouraged to attend. Minutes should be produced together with action items, and once approved, should be published. Only if the meeting is quorate can decisions be made that significantly affect the running of the club.

The chair should normally give a lead on any significant matter, and only if the matter requires a vote, should the chair exercise a casting vote in the event of a tie.

As required, the chair should seek the advice and views of the president. This is particularly important if there is a desired change in policy or constitution.

The chair, sec., and treasurer will arrange and conduct the AGM; and if absolutely necessary an EGM; both in accordance with the constitution. Ideally the AGM should be brief and coincide with club presentations and a social event. At the AGM, after an introduction by the president, the chair should deliver an annual report and then seek responses and agreement to pre agreed AGM items together with the (re) election of officials.

The chair should either attend meetings with outside bodies/associations or ensure that a knowledgeable section head attends and reports back.

The chair or president should officiate on behalf of the club at any relevant public event.

Attributes required of both the chair and vice chair

A knowledge of the working of the club, its aims, and its relationships with other local clubs and associations.

They should exhibit patience, tact, clarity of thinking, persistence, develop a good working relationship with the other team members, are able to command respect, and to be able get things done and to delegate responsibility and action to section heads.

Vice chair

They should be able to conform to the same attributes and principles as required for the chair.

They should be elected at the AGM, and as part of this role they should be prepared to become the next chair.

In the interim, they should attend committee meetings and deputise for the chair in their absence.

When deputising they should assume the full functions of the chair, albeit they are not able to change policy or the agreed direction of the club.

Finally both the chair and deputy ideally should not hold other official positions within the club.