

## **Skipton Cycling Club – role of ‘Chair’**

The chairperson (‘Chair’) is the most senior role in the Club and fulfils a range of duties dealing with overall management of the Club affairs. The Chair leads to achieve the Purposes of the Club (see paragraph 2 of the Constitution).

The Chair is voted in by members at a General Meeting in accordance with the Club Constitution. The role of Chair is not a co-opted Committee role.

The Chair has the following specific responsibilities, to be exercised in accordance with the Club Constitution:

- Provide leadership on all aspects of the Club from the organisation of the Club structure to the efficient running of each Club ride.
- Strategic planning and key decision-making duties where they do not fall anywhere else.
- Delegate, lead and motivate members (and volunteers where relevant) towards achieving the Purposes of the Club.
- As an account signatory to the Club bank account, authorise transactions on behalf of the Club and ensure financial due diligence is maintained.
- Uphold the Club Constitution and the British Cycling requirements for Club affiliation and insurance.
- Lead in the review and enforcement in the Code of Conduct.
- Together with the Welfare Officer, ensure the Club fulfils its responsibilities towards welfare and safeguarding.
- Together with the Secretary, lead on reviewing personal conflicts of interest that may exist and declaring, recording and managing these appropriately.
- Chair regular committee meetings and General Meetings (AGMs and EGMs) and in the event of a tie, take the casting vote.
- Together with the Secretary, Treasurer and Welfare Officer, vote in the co-opted Committee Members.
- Where there is only one candidate for a co-opted Committee role, to use discretion to dispense with a ballot or vote to appoint to the role.
- Represent the Club at events and in the media, working with the Publicity Officer.
- Act as a consultee for the Secretary in relation to a request by members for the calling of a General Meeting.
- Receive the resignation of the Secretary or any other Committee member in the absence of the Secretary.
- Convene Committee meetings in the absence of or at the request of the Secretary (a minimum of 6 per year).
- In the absence of or at the request of the Secretary, to ensure that all Committee meetings and General Meetings are minuted, with minutes shared with all members.