



Totlely Athletic Club – Committee roles

Club Chairman

The function of the Club Chairman is to provide strategic leadership for the Club and to ensure the smooth running of the Club

This involves:

- Chairing club and Committee meetings and keeping them focused, and ensuring officers carry out their duties
- Chairing the AGM and officiating at the election of club officers
- Ensuring prize categories (including fun prizes) are in place and winners decided at December Committee meeting so there is time to order trophies for giving out at AGM in January
- Co-ordinating the smooth running of the club and dealing with any issues raised by club members and bringing them to the attention of the Committee
- Attending meetings and non-club events on behalf of the club
- Ensuring race co-ordinators are in place for each of the Totley races in advance of the start of each race season (i.e. by December at latest)
- Ensuring the constitution is upheld
- Ensuring the Committee remains focused on acting in the Club's best interests
- Ensuring the club facilities, communications etc are not used for third party commercial purposes unless a fee is levied
- Liaising with Totley Sports and Social Club (Cricket and Football Clubs) on behalf of Totley AC
- Providing strategic leadership and ensuring the future of the club
- Attending Club events and making speeches, announcements, awards *etc.* on behalf of the club as required.

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