

## **CHAIRPERSON**

To provide leadership and direction to the Management Committee enabling it to fulfil its responsibilities in providing sound governance and strategic direction for the club.

- Ensure the Club pursues its Vision and Mission as set out in the constitution and/or strategic plan as well as meeting its obligations under the club rules law and relevant legislation/regulations.
- Work in partnership with the Operations Manager to support employees, helping them achieve the aims of the organisation; and to optimise the relationship between the Management Committee and staff.
- Facilitate Management Committee meetings with well-rounded and carefully considered decision-making.
- Liaise with The Captain to ensure there is good communication between the Golf Committee and the Management Committee
- Provide a written report for each Management Committee meeting

## **RESPONSIBILITIES**

- Hold the necessary leadership, communication skills and governance knowledge necessary to manage and chair the Management Committee.
- Dedicate sufficient time to the role.
- Chair all meetings of the Management Committee and General Meetings in accordance with the Constitution.
- Carry out all duties in the best interests of the Club as a whole.
- Lead the Management Committee and ensure the values of the Club are evident in all the work it does.
- Promote constructive relations between all members of the Management Committee, the staff and its partners (shop, professional, restaurant)
- Identify and oversee any induction or training required for Management Committee members
- Liaise with the Hon Secretary to agree an agenda and papers for each meeting.
- Ensure an appropriate number of meetings are scheduled in advance and keep meetings in order and discussions on track. Ensuring that meetings progress effectively is a key function of the Chair.
- In managing a meeting, the Chair should encourage each Management Committee member attending to actively contribute to the discussion topics. This can be done by asking people questions, encouraging discussion, challenge and debate.
- Guide discussions to a point where members can reach decisions and if necessary defer decisions if appropriate to a future meeting.
- Ensure proper and accurate information is provided to the Management Committee members.
- Agree how decisions are implemented and whose task it is to carry out actions, arising from decisions taken.

- Ensure the Club operates within all legal and financial regulations in force, including any applicable company law, employment law, equality legislation and promote good governance practice.
- Work closely with any sub-committees and agreeing terms of reference and reporting to the Management Committee.
- Ensure key matters such as strategy, governance, financial management and risk assessment are regularly reviewed.
- Liaise with Golf Ireland in order to keep abreast of best practice.
- The chair should be a regular golfer so that he/she can see for himself the state of the course.
- The chair will take the chair at any disciplinary hearing appertaining to members and conducting appeals by staff of disc

**It is important that the Chairperson does not usurp the Captain. The Captain is always the number one person in the club and a good chair takes a role in the background. Hopefully, to give continuity, the Chairperson will fulfil this role for several years.**

#### PERSON SPECIFICATION

The Chair should be able to demonstrate skills in facilitation, strategic planning and team development. This leadership role is critical to the long-term success of the club as the Chair leads the Management Committee, lives by the club values and encourages the membership to engage in the club's future.

- Be well informed on all Club activities and be able to provide oversight.
- Be a person who can develop good relationships internally and externally and work collaboratively as a team player.
- Be forward thinking and committed to meeting the overall goals of the Club.
- Have experience at Board or Committee level.
- Have experience in leadership, business & management roles.
- Possess sound commercial judgement and a business background would be preferable.
- Have experience in managing people.
- Effective communication skills.
- Be a good listener.
- Be a competent public speaker.
- Have a good working knowledge of the Club Constitution, roles and duties of office bearers, sub-committees and staff.
- Be a good role model and project a positive image when representing the Club, externally and internally.