



Newry Rugby Football Club Ltd

Chair-person – Job Description

The generic responsibilities of a Board Member as per Board Member Job Description also apply to the role of the Chair-person. This is a voluntary role within the Club. The main role of the Chair-person is to ensure that the Board functions properly to enhance player and volunteer experience whilst at and for the Club. The necessary actions to achieve this will include the following.

1. The Chair-person will ensure that there is full participation during meetings, that , as per the Club's constitution , the required "quorum" of members are in attendance for meetings to proceed (including AGM's), that all relevant matters are discussed and that effective decisions are made and delivered upon.
2. If the Board is not meeting to a predetermined schedule then the Chair-person will, at the closure of a meeting, ensure an agreed date for the subsequent meeting.
3. The Chair-person will control participation at meetings to ensure commencement and closure at agreed times.
4. The Chair-person is responsible for making sure that each Board meeting is planned effectively, conducted according to the Memorandum of Association and that matters are dealt with in an orderly, efficient manner. The provision of an agenda, circulated to all Board members prior to a meeting, is central to this.
5. The Chair-person, in conjunction with other Board Members and especially the Honorary Secretary, will develop the aforementioned agenda in advance of each meeting.
6. The Chair-person must make the most of all his/her Board members and 'lead the team'. This involves the provision of support to all Board members, regularly reviewing the Board's performance, ensuring the implementation of decisions and identifying and managing the appropriate process for any given situation. This will include ensuring the recording of decisions, the allocation of responsibilities and timescales.
7. The Chair-person must co-ordinate the Board to ensure that appropriate policies and procedures are in place for the effective management of the organisation.
8. Resolution of any disagreements within the Club that cannot be resolved by other committee members will also be a key responsibility of the Chair-person.
9. The Chair-person shall be a nominated signatory on all club's bank accounts and maintain appropriate relations with the Honorary Treasurer, and Board in general, to ensure the Club operates prudently and is financially viable to meet its regulatory obligations.
10. The Chair-person should ensure a co-ordinated and cohesive approach to all aspects of club affairs promoting the generic and rugby-specific values of **Fun, Inclusivity, Integrity, Respect & Excellence** as per "Grassroots to International Success: One Island, One Passion, One Goal – Strategic Plan for Irish Rugby 2013-2017" paper.

This is binding in honour only and is not intended to be legally binding.
Draft 17th Aug 2015