



Role Description: Club Chair

Role purpose

The Club Chair provides leadership and direction to Hinckley Running Club, working with the committee, officers and volunteers to support the effective management and continued development of the club.

The Chair helps the club achieve its vision and short- and long-term goals, ensuring decisions are made in the best interests of the club and its members. They are responsible for creating an inclusive and collaborative committee environment in which everyone can contribute effectively.

Skills required

- Confident, approachable and effective communicator.
- Strong leadership skills, with the ability to motivate and support others.
- Organised and able to chair meetings effectively.
- Able to listen to different views and encourage balanced discussion.
- Fair, impartial and able to make informed decisions in the best interests of the club.
- Able to manage difficult conversations, disagreements and sensitive matters appropriately.
- Able to think strategically and support the club's long-term development.
- Able to build positive working relationships with committee members, volunteers, members and external organisations.
- Committed to equality, diversity, inclusion, welfare and safeguarding.

Key responsibilities

- Provide leadership across all areas of the club, including training, competition, welfare, safeguarding, fundraising and social activities.
- Work with the committee to establish and communicate the club's vision, priorities and objectives.
- Lead the club's strategic planning and contribute to key decisions about its future direction.
- Support the creation, implementation and regular review of the Club Development Plan.

- Chair meetings and the Annual General Meeting, ensuring discussions are constructive and everyone has an appropriate opportunity to contribute.
- Work with the Club Secretary to plan meetings, agree agendas and ensure decisions and actions are clearly recorded.
- Help ensure agreed actions are delegated appropriately and progressed within the required timescales.
- Build and support an effective committee, taking account of members' skills, experience and diversity when filling roles.
- Lead, motivate and support club officers, committee members and volunteers in working towards the club's objectives.
- Encourage collaboration and effective communication across the committee and wider club.
- Ensure the club constitution, policies, codes of conduct and England Athletics affiliation requirements are upheld.
- Support the committee in understanding and meeting the club's legal, governance and regulatory responsibilities.
- Lead and support the fair and consistent application of the club's Code of Conduct, grievance and disciplinary procedures.
- Maintain appropriate oversight and visibility of the club's financial position by reviewing regular financial reports and working closely with the Treasurer to support responsible and informed decision-making.
- Where permitted by the club's constitution, exercise a casting vote when a committee vote is tied.
- Assist the club in fulfilling its responsibilities for member welfare and safeguarding, working closely with the Club Welfare Officers.
- Ensure complaints, concerns and sensitive matters are handled appropriately, confidentially and in line with club procedures.
- Take responsibility for declaring any personal conflicts of interest and ensure they are recorded and managed appropriately.
- Act as an ambassador for the club and represent it at appropriate local, regional and England Athletics events.
- Promote a positive, welcoming and inclusive club culture that reflects the club's values.
- Support effective communication between the committee, members and relevant external organisations.
- Maintain clear records and guidance relating to the role.
- Support succession planning and arrange a thorough handover when a new Chair takes on the position.