

# Isle of Wight County Table Tennis Association

## Role & Responsibilities – Chairman

<b>Role:</b>	To provide leadership and direction in working towards the aims and objectives of the IWCTTA.
<b>Status:</b>	Volunteer
<b>Elected at:</b>	IWCTTA Annual General Meeting
<b>Responsible to:</b>	IWCTTA membership
<b>Reports to:</b>	IWCTTA Management Committee
<b>Approximate time commitment:</b>	Between two and seven hours per week
<b>Useful skills and experience:</b>	Have drive, energy and leadership skills. Be decisive, able to delegate, have planning and budgeting skills, be able to chair meetings, be impartial, unbiased, diplomatic, a good listener.
<b>Benefits of volunteering:</b>	Volunteering in Table Tennis can be rewarding in itself, but it can also be fun, sociable and confidence building. The IWCTTA will reimburse 'agreed in advance' out of pocket expenses.

### Responsibilities

- Lead the overall day-to-day management of the IWCTTA by the IWCTTA committee.
- Chair IWCTTA committee and other appropriate meetings.
- Liaise with the Secretary to agree an agenda for each meeting.
- Oversee the formulation of a IWCTTA volunteer plan to recruit and motivate all volunteers contributing to the IWCTTA.
- Organise IWCTTA representatives for meetings with other organisations.
- Lead in the implementation of the IWCTTA's Equity and Child Protection policies.
- Lead in the enforcement of the IWCTTA's Rules Codes of Conduct.
- In conjunction with the Treasurer and the Secretary ensure that official IWCTTA records (constitution, annual accounts, IWCTTA events, achievements, meetings, volunteer forms etc.) are available for inspection.
- In conjunction with the Treasurer and the Secretary maintain a database of members.
- Ensure that equality of opportunity is a principle of all IWCTTA activities.

  
Chairman

19/6/17  
Date

1  
Revision