



MALDON TABLE TENNIS CLUB

Chairman – Role Description

Role: To ensure an efficient and well-run club.

Useful skills and experience: Knowledge of Table Tennis
A background in leadership and management would be desirable
Good problem solving skills and the ability to deal efficiently with problems and issues that may arise
Needs to be approachable and contactable
Excellent communicator
Reliable and committed
Experience of using maintenance equipment
Friendly
Approachable
Leader
Enthusiastic
Open to new ideas
Supportive to other volunteers

Tasks

- Lead the club to meet their vision
- Chair meetings of the MTTC club and to co-ordinate all club activities
- Motivate others in a co-ordinated and progressive way
- Represent the club on formal occasions and to external bodies
- Act as ex-officio member of all sub committees
- Chair any appeals meetings which arise from grievance or disciplinary matters
- Ensuring the Management Committee members discharge their responsibilities in line with the role descriptions

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.