

GOLF CLUB MISSION / PURPOSE STATEMENT

Our mission is XXXX

ROLE DESCRIPTION

Role Title: Chair

Time Commitment: Approximately X days per month. There are X board meetings per year and the Chair will also be expected to lead the Annual General Meeting as well as any additional General Meetings as required.

Period of Office: The Chair will serve for a term of x years with the option to serve a further x term(x)

Remuneration: All reasonable travel and subsistence expenses will be reimbursed.

Role Summary

- 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 core purpose as set out in the constitution as well as meeting its obligations the club rules law and relevant legislation/regulations
- Work in partnership with the Club 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

Responsibilities

- Lead the formulation of club strategic plans and put in place regular reviews of the long-term strategic goals
- Ensure the Management Committee fully understands and implements good practice in respect of governance and leadership
- Chair and facilitate meetings, bringing impartiality and objectivity to the decision making process
- Monitor decisions taken at meetings and ensure they are implemented
- Liaise regularly with the Club Manager and Committee Member with responsibility for finance to maintain a clear grasp the club's financial position
- Build a high performing team of Committee Members, drawing on each persons' skills and knowledge as they contribute to club goals
- When chairing Management Committee meetings, ensure:
 - These are properly convened with due notice and is quorate
 - There is open discussion and all members have an opportunity to contribute
 - The majority vote of members is taken and declared
 - That, when there is voting deadlock, the rules allow for a casting vote
- Provide constructive support to the Club Manager, guiding and supporting his/her work
- Maintain careful oversight of any risk to reputation and/or financial standing of the club
- Represent and be an ambassador for the club and its members at appropriate events, meetings or functions
- Build positive relationships with club members, understanding their diverse needs and uniting their voices
- Lead the process of evaluation for the Management Committee and its Members
- The Vice-Chair undertakes assignments at the request of the Chair and acts for the Chair when the Chair is not available (Optional – Dependant on the presence of a Vice-Chair)

PERSON SPECIFICATION

The club 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.

ROLE COMPETENCIES

- **Demonstrates strong business acumen**
Has an understanding of the key business drivers that will help create a sustainable club. Is able to use sound commercial principles to further develop the club's best interests
- **Ability to influence**
Understands how to navigate club, business and external environments to create the best offer for members and visitors
- **Demonstrates by actions a thorough understanding of good governance**
Defined by the procedures for decision-making, control and codes of conduct
- **Highly developed communication skills**
Demonstrates excellent oral and written communication skills. Communicates plans and activities in a manner that gains members' involvement and confidence
- **Demonstrates honesty and integrity**
Instils mutual trust and confidence, creates a culture that fosters high standards of ethics, behaves in a fair and ethical manner toward others, and demonstrates a sense of corporate responsibility
- **Innovation and Problem Solving**
Generates innovative solutions to diverse situations by trying different and novel ways to deal with problems and opportunities
- **Strong planning and organising**
Prioritises activities and develops plans to achieve them
- **Ability to be flexible**
Is open to change and new information; adjusts rapidly to new situations warranting attention and resolution