



July 2009

THE CHAIRMAN* AND THE MODEL CLUB CONSTITUTION

Purpose of the Chairman:

The Chairman (also sometimes called the “Chairperson”, “Chairwoman” or “Chair”) is an elected member of the Committee with responsibility for overseeing the running of the club.

(*The word “Chairman” has no gender significance)

Responsibilities of the Chairman:

These include –

- As per the club constitution to be one of the signatories on the club’s bank account.
- Chairing club Committee Meetings and General Meetings.

This requires a good grasp of running meetings. During these the Chairman needs to maintain good order and sensible, rational debate. The Chairman needs to have a good understanding of the quorum at meetings and the voting procedure. The Chairman will, if permitted in the Club’s Constitution, have an additional or casting vote when the number of votes cast for and against is tied. In this case it is essential that personal feelings are put aside and that the decision is made in the best interests of the club. A sensitive approach will be necessary with some committee members and certain agenda topics and there will be a need to ensure that all members are heard and that the meeting is not dominated by one or two individuals with strong personalities and loud voices.

The Chairman ought to be aware of the A.S.A. guidance in relation to the Conduct of Meetings.

- Making day to day management decisions. He/She is an influential member of the club and can be consulted on issues and make decisions.
- Helping to ensure the correct and smooth running of all aspects of the club in accordance with its rules, constitution and by laws and also A.S.A. Law and the laws of the Land.
- Representing the club at outside functions and in any proceedings in which the club is involved.
- Maintaining a good working relationship with the pool provider(s).
- Meeting with the Secretary and Treasurer as an Emergency Committee when there is no time to call and convene a meeting of the full club Committee.



- Attending as many club galas and functions as is possible.
- Motivating and supporting the other Committee members