

GUILDFORD ORIENTEERS

JOB DESCRIPTION: CHAIRMAN

The Chairman is a Principal Officer of the Club.

Responsible to: Club Management Committee.

MAIN DUTIES

1. Chair meetings of the Committee, the AGM of Guildford Orienteers (the Club) and any Special General Meeting of the Club.
2. Provide direction for the development of the Club and its activities.
3. Be responsible for the promotion of the Club and represent its members.
4. Ensure that the Club's Constitution is up to date and that the Club complies with BOF Rules and Guidelines and with any legislation, Health & Safety and Child Protection Policy.
5. Mediate disputes between members.
6. Liaise with actual or potential sponsors.
7. Ensure an independent person reviews and check accounts each year.
8. Ensure handover of duties is achieved satisfactorily on retiring Committee members.