



Committee Role Description

Job Title:	Chairman
Scope:	To put in place and maintain an efficient management structure to administer and run the Mini and Junior Sections. To have functional authority over Romsey Wasps, Mini and Junior Section officers and members.
Reports to:	Romsey Wasps Committee

ACTUAL DUTIES INVOLVED

There are two distinct functions of the chairperson, the executive role and the ambassador role. They are applicable in different instances.

1. To provide direction for the club by effective leadership and management,
2. Monitor and evaluate the progress of agreed actions - both short term and strategic,
3. Ensure that succession and forward planning are integral and ongoing in the club,
4. Manage other club officers to ensure the delivery of their responsibilities,
5. Ensure that club structure and responsibilities are transparent and available to the membership,
6. Chair and manage committee and other club meetings
7. To ensure that equal opportunities exist through the committee and its actions
8. Ensure that all Volunteers are working within their job descriptions and within the appropriate policies, guidelines, laws and rules of the RFU, Wasps and Main Club.
9. Work with other members of the Wasps Committee to ensure that the Romsey Wasps is run effectively and efficiently.
10. Encourage all Volunteers to develop their knowledge and skills by attending appropriate training courses.
11. With the Treasurer manage Romsey Wasps finances to ensure that the funds are used effectively and efficiently.
12. Represent Romsey Wasps on the Management Committee of the Main Club
13. Promote Romsey Rugby Club, and in particular Romsey Wasps encouraging new players, coaches and helpers to join the club.

The Chairman should have a full understanding of and adhere to:

- The RFU's Child Protection Policy
- The Club's Child Protection Policy
- The Club's Child Protection Policy Procedures
- The Club's Coaches Code of Conduct

LIAISON WITH

Committee members & Club members
Senior Section Committee

MEETINGS TO ATTEND

Meetings to attend:

- Executive committee meetings
 - Sub committees by request
 - Club annual general meeting if appropriate
 - County annual general meeting
- RFU forums and meetings if appropriate

CHANGE CONTROL

Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release