



# Staffordshire County Archery Society

## Chairman Job Description

- Nominee's must be affiliated to AGB, County and West Midlands Archery Association.
- Chairman is responsible for planning the Counties future and managing the efficient running of the County day to day.
- The Nomination for Chairman is to be elected at a County Annual General Meeting.
- To attend and Chair General meeting and AGM's whenever possible.
- Chairman will have the casting vote in the event of a tie.
- To ensure committee members carry out their roles and responsibilities effectively.
- To facilitate meetings to enable all members to participate in decisions being made.
- To provide direction for the County by effective leadership and management.
- In collaboration with County Secretary take responsibility for organising agendas for meetings including the Annual General Meeting.
- Chairman to attend County shoots whenever possible and present awards.
- In the event of any disciplinary issues within the County he/she will arrange for any action deemed necessary in forming a panel.
- The chair is to represent the County at internal and external events.