



# Bunbury Youth Football Club

Bunbury Playing Fields  
Hurst Close  
Bunbury  
Cheshire  
CW6 9QP

## Roles and Responsibilities of:

## Club Chairperson

Bunbury Youth Football Club takes its responsibilities very seriously towards operating a safe environment for all its players, officials and supporters and those of visiting organisations.

### General

- Always place children's welfare first, escalate any concerns to the Club Welfare officer
- Operate within the rules and spirit of the clubs constitution, code of conduct and active policies
- Consistently behave as a positive role model, gaining the respect and trust of the children and people you work with
- Ensure training and qualifications are relevant and current for the role being performed
- Undertake a risk assessment of all activities undertaken
- Work Proactively with other club officials to develop a first class club
- Promote the clubs policies and those of the FA
- Be an elected member of the clubs Executive Committee

### Role Specific

- Provide overall leadership and strategic direction for the club and oversee the work of the Club Committee

#### Ensure the Executive Committee functions properly

- The Chairperson is responsible for making sure that each meeting is planned effectively, conducted according to the constitution and that matters are dealt with in an orderly, efficient manner
- The Chairperson must make the most of all his/her committee members and 'lead the team'
- Regularly reviewing the Committee's performance and identifying and managing the process for renewal of the Committee through recruitment of new members
- Chair official meetings of the club

#### To ensure the organisation is managed effectively

- The Chairperson must co-ordinate the Committee to ensure that appropriate policies and procedures are in place for the effective management of the organisation.
- Work with club officers and volunteers to ensure relevant Health & Safety and Safeguarding Children procedures are implemented and complied with
- Work closely with the Club's Secretary, Treasurer and Welfare Officer and other appointed Officers in ensuring the smooth running of the club
- In conjunction with the club committee, club officers and head coaches ensure the club programme of activities is exciting and varied



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### To represent the organisation as its figurehead

- Advocate and promote the club in the local community
- Represent club members opinions at other FA levels e.g. county, advisory committee etc. as required
- Make a speeches at Club events and the AGM
- Positively encourage and enthuse members of the club to get involved in activities and take responsibility for their actions
- Ensure volunteers are thanked in an appropriate and timely manner
- Ensure new members are made to feel welcome and included