COMMITTEE ROLE DESCRIPTION - THE CHAIR

ENGLAND HOCKEY

THE CHAIR

Role purpose

The Chair provides leadership to the Committee and supports the effective governance and strategic direction of the Club.

The Chair is responsible for ensuring that Committee meetings are well managed, decisions are made appropriately and Committee members work collectively in the best interests of the Club.

Accountable to

The Club's members and the Committee.

Key responsibilities

The Chair will:

- Provide leadership to the Committee.
- Chair Committee meetings and the Annual General Meeting.
- Agree meeting agendas with the Secretary.
- Ensure that meetings are conducted fairly, efficiently and in accordance with the Club's governing document.
- Encourage balanced participation and constructive discussion.
- Ensure that decisions are clear, properly recorded and followed up.
- Confirm that the Committee remains focused on governance, strategy and oversight.
- Support the development and review of the Club's strategic priorities.
- Ensure that Committee members understand their roles and responsibilities.
- Support the induction and development of new Committee members.
- Promote effective relationships between Committee members, volunteers, coaches, officials and members.
- Ensure that conflicts of interest are declared and managed.
- Support appropriate management of complaints, disciplinary matters and disputes.
- Ensure that safeguarding concerns are referred to the appropriate person and are not dealt with solely as ordinary complaints.

Key responsibilities (cont)

The Chair will:

- Act as a spokesperson for the Club where authorised.
- Support succession planning for Committee roles.
- Provide a casting vote where permitted by the governing document.
- Support the Club in complying with England Hockey requirements.

The Chair should not:

- Make significant decisions alone unless authority has been delegated.
- Override the Committee or act outside the Club's governing document.
- Become involved in operational matters that have been delegated to others without good reason.
- Chair a complaint, disciplinary or appeal matter where there is a conflict of interest or previous involvement.

Skills and attributes

The Chair should demonstrate:

- Leadership and sound judgement.
- Effective communication and listening skills.
- The ability to remain impartial and manage differing views.
- Confidence in chairing meetings.
- Understanding of good governance.
- Integrity, discretion and fairness.
- The ability to delegate and support others.
- A commitment to equality, inclusion and safeguarding.

Estimated time commitment

Approximately [insert number] hours per month, including meetings, preparation and occasional Club representation.

Appointment, Term of Office and Review

Each role holder will be appointed or elected in accordance with the Club's governing document.

The normal term of office will be [insert term], subject to any limits set out in the governing document.

Role holders may be required to:

- Complete an application or nomination process.
- Declare conflicts of interest.
- Sign the Committee Code of Conduct.
- Complete relevant induction and training.
- Undertake a DBS check where the role is eligible and required.
- Complete registration or approval processes required by England Hockey.
- Participate in an annual role review.

Role descriptions should be reviewed:

- At least every [two/three] years.
- Following a change to the governing document.
- Where responsibilities significantly change.
- Following a serious incident or governance review.
- When required by England Hockey.

Handover Requirements

At the end of a term, each role holder should provide an appropriate handover, including:

- Current priorities and outstanding actions.
- Relevant records and documents.
- Account access and passwords using a secure process.
- Contact details for key stakeholders.
- Upcoming deadlines.
- Known risks or unresolved matters.
- England Hockey submissions, registrations or actions that remain outstanding.
- Equipment, keys or assets held on behalf of the Club.

No outgoing role holder should retain Club records, personal data, passwords or property after their authority has ended