

**BRIDGWATER NETBALL CLUB**

**CHAIR**

**The Chairman shall:-**

1. Be responsible for the Committee in managing the affairs of the Club / League / County.
2. Take the chair at Committee Meetings.
3. Guide the course of the Committee’s deliberations towards fulfilling its avowed aims.
4. Liaise with the Secretary on the Agenda for each Meeting and to approve the Minutes before they are circulated.
5. Be completely familiar with the Constitution of the Club, League, County Association and England Netball Constitution and byelaws; the general rules for Committee procedure; the current affairs and business in hand.
6. Co-ordinate the work of all the Officers.
7. Be responsible, in conjunction with the Secretary, for the presentation of the Annual Report.
8. If unable to attend any Committee Meeting, a written report should be sent to the Meeting and the Vice-Chairman briefed on the Agenda.
9. No policy decisions may be taken until approval is received from the whole committee.
10. Ensure the Club adheres to the AENA Duty of Care Guidelines.