

# Gloucestershire Short Mat Bowling Association

## Association Chairperson (association officer)

### JOB DESCRIPTION

The Association Chairperson must be a member of a Gloucestershire SMBA registered club.

#### **Duties**

The Association Chairperson is responsible for the smooth running of the Association and its Committees.

1. To attend where possible all Association meetings or delegating responsibility to another officer where necessary.
2. To chair Committee meetings, the AGM and any other meeting where required and report on any matters needed.
3. At meetings, to officiate in a manner that all attendees have a fair chance to speak and make their points heard and rule on points of order or constitution. To instigate a vote on matters requiring a decision, the result to be declared and minuted.
4. To act in an unbiased manner throughout his/her term of office and at all meetings s/he chair.
5. To be, together with the Association Secretary, the focal point for queries, complaints etc from within or outside the county.
6. To prepare the agenda for each meeting and to make sure it is distributed by the Secretary in a timely manner to all affiliated clubs.
7. To encourage the well being and enhancement of the Association and all its affiliated clubs and members.
8. The Chairperson must make sure that decisions related to the association are made by a majority of the committee and only if there is an equality of votes and after hearing all arguments, may s/he use a casting vote to break the deadlock. The Chairperson has no right to make any unilateral decision that affects the running of the association or any of its activities.

#### **Skills required**

1. Computer literacy
2. Good knowledge of the game of short mat bowls
3. Good general literacy
4. Good communication skills