



L W F C

Leek Wootton Junior Football Club

Job Description - Club Chairman

The role of the Club Chairman includes the following tasks:

1. Take responsibility for managing the Committee and the affairs of the Club and to ensure transparency and good communication exists within the Club.
2. Provide assistance and have regular liaisons with the Club Secretary to ensure that all issues passed on from the FA and leagues etc. are managed appropriately within the Club so to ensure the smooth running of all football matters and other regulatory requirements.
3. Act as a signatory for Club cheques and liaise occasionally with the Treasurer with regards to any money issues.
4. Represent the Club at the LWSC management committee and occasionally represent the Club at League meetings.
5. Oversee the work of all Club officers, coaches etc. and ensure that the Club's Welfare philosophy is maintained at all times.
6. Chair Club committee meetings in a way that allows every one to present their views, so that all business is completed and that all decisions are properly understood and action points and decisions are captured and recorded and oversee and guide all decisions taken by the Committee and sub committees.
7. Appoint team Managers and oversee the management of the teams to ensure compliance with Club aims, objectives and ideology of fair play and equal opportunity for all.
8. Ensure that the Club is managed in accordance with its constitution and policies and guidelines and generally in accordance with the directions provided by the FA.