



## LBT Volunteer Job Description

**Title: Club Chairperson**

<b>Current holder:</b>	See Organisational Chart
<b>Contact e-mail address</b>	<a href="mailto:Club.chairman@lbt.org.uk">Club.chairman@lbt.org.uk</a>
<b>Type of volunteering</b>	To act as Chairperson on the LBT committee, to represent the club with other agencies, bodies and committees and to reflect and represent the interests of members.
<b>Main purpose of volunteering</b>	To ensure good quality communication channels between the club, its members and the regional committee. To ensure the smooth running of the club and liaise with other committee members. To provide guidance and structure for the development and continuance of triathlon participation by the membership of the club.
<b>Responsible to</b>	The membership of LBT and other committee members.
<b>Competencies / experience required</b>	Be organised, diplomatic, encouraging and have good communication and delegation skills. Also be confident in chairing meetings.
<b>Commitment required</b>	Attending many and varied meetings per year, including chairing main committee meetings, plus supporting the club as and when required. Liaising with other committee and sub-committee members. Fostering a culture where club members feel able and willing to make a contribution to the club. Preparing and presenting the LBT club development plan giving consideration to all sections and the overall viability of the club.
<b>Benefits to self</b>	Working closely with other committee members, occasionally the regional committee and seeing improved organisation and development within LBT.
<b>Benefits to community</b>	Benefits of a well organised, efficient club structure providing a varied range of triathlon based sporting and social activities for all ages and abilities.
<b>Support received from:</b>	LBT committee, regional committee when necessary and the Regional Development Officer if appropriate.
<b>Is this volunteer opportunity open to disabled persons?</b>	Yes.