



## **SOUTH BUCKINGHAMSHIRE NETBALL ASSOCIATION**

### **Chair - Role Description**

#### **ROLE SUMMARY**

To be a member of and manage the affairs of South Bucks Netball Association (SBNA) Committee

#### **ESTIMATED HOURS:**

8-10 hours per month or as required

#### **DUTIES:**

- Be responsible for the SBNA in managing the affairs of the South Buckinghamshire County and fulfil the responsibilities outlined in this role description
- Adhere to the EN Code of Conduct for a County Association
- Ensure the SBNA operates within its Terms of Reference
- Be familiar with the constitution of the SBNA, the procedures for the committee meetings, Annual General Meetings (AGM) and the current affairs and business in hand
- Behave in a professional and impartial manner at all times
- Guide the county in the planning process and provide strategic vision
- Work with the County committee to compile a relevant agenda for each SBNA meeting
- Chair all SBNA meetings, guiding members through the agenda and ensuring clear decisions are made and action points executed
- Ensure that all Committee members fulfil the responsibilities outlined in their Role Descriptions and adhere to the EN Code of Conduct for a County committees
- Ensure that all Committee members are able to have a 'voice' on delivery in the County
- If unable to attend a County meeting, a written report should be sent to the meeting and the Vice Chair briefed on the Agenda
- Proofread SBNA minutes before they are circulated
- Provide leadership for the County taking decisions as required with consultation with the Committee or Executive Committee
- Hold the casting vote in the event of a split decision
- Ensure that all meetings and other work undertaken through-out the County are necessary and carried out effectively
- Be responsible, in conjunction with the Treasurer, for the presentation of the annual accounts
- Act as Chair of the Annual General Meeting.
- Represent the County at the Regional and National membership meetings as required
- Give speeches where necessary (e.g. end of season dinner / AGM)
- Lead the County's disciplinary committee
- Authorise expenses
- Act as a signatory on County's cheques
- Provide support / guidance to the County's members where appropriate
- Liaise with other stakeholders including and not limited to England Netball, Regional Office, County Netball Development Officer, Schools networking (e.g. School Games Officers) and other relevant organisations in the county



- To have appropriate confidentiality and handling of any sensitive of personal data in accordance with the EN Code of Conduct and Data Protection Policy
- Refer any dispute arising to the South Regional Members Board or Board of Directors of England Netball regarding the interpretation of the Constitution or any matter not provided for in the Constitution

**ESSENTIAL QUALIFICATIONS/ SKILLS/ KNOWLEDGE REQUIRED:**

To have knowledge of the netball structure within the County and Region

- Be able to co-ordinate a large and varied area of work
- Ability to control meetings effectively
- Good interpersonal skills
- Good management and leadership skills
- Good organisation skills
- The ability to make decisions
- Good communication skills
- The ability to delegate
- Have access to email and telephone
- Be a current member of England Netball, Netball South and South Buckinghamshire