



Gorleston Lawn Tennis Club  
The Pavilion, Orde Avenue  
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### **Chairperson Role – Gorleston Lawn Tennis Club (GLTC)**

The chairperson of a place to play takes responsibility for the day to day management, making decisions on behalf of the management committee once members have been consulted. The chairperson is also responsible for overseeing meetings, keeping to the agenda and ensuring the meeting remains focused. The chairperson will normally be elected from the membership and is often likely to have been a management committee member.

#### **What makes a good Chairperson?**

- Well informed about the activities of the place to play, along with the financial position
- Understands the constitution
- Experience of chairing and managing meetings, offering everyone the opportunity to share their views
- Has time to prepare for meetings and ensures they have an understanding of all the issues
- Able to keep the meeting to the agenda and make sure that all issues are covered
- Unbiased and impartial
- Good listener able to summarise the key points of any discussion and draw a conclusion
- Able to communicate clearly and concisely

Diplomatic and helpful

#### **Roles and Responsibilities**

- To have responsibility for the day to day management of the place to play
- To develop good working relationships with key personnel i.e. Head Coach
- To make decisions on behalf of the management committee once members have been consulted
- To agree meeting agendas with the secretary
- To oversee meetings, keep to the agenda and ensure the meeting remains focused
- Act as a spokesperson for the place to play
- Motivate and support management committee members
- Lead the direction of growth and retention

#### **Estimated Time Commitment**

10 management committee meetings per annum, 1 AGM, County AGM, other meetings as required

2 – 3 hours per week throughout the year

#### **Key Relationships**

Coach, Team Captains, Management committee, Place to play Sponsor, LTA, County LTA Office

***This job description was approved by the Committee on 17/10/11***