



LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

JOB TITLE: Chairperson.

RESPONSIBLE TO: Livingston Hearts Executive Committee.

SKILLS REQUIRED:

- . Enthusiastic.
- . Well organised.
- . Prepared to make a regular time commitment.
- . Prepared to make instant decisions when necessary.
- . Confident at some public speaking and keeping order during meetings.

MAIN DUTIES:

- Take responsibility for managing the executive committee and the affairs of the Club.
- Oversee and guide all decisions taken by the executive committee and sub committees.
- In conjunction with the secretary, prepare and present the annual report.
- Liaise with the secretary on the agenda and approve the minutes before they are circulated.
- Be completely familiar with the constitution, club rules, committee procedures and National Governing Body rules and regulations.
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Help to prepare and submit any statutory documents that are required.
- If unable to attend any committee meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the agenda.

TIME COMMITMENT: As required