



Roles and Responsibilities

The Role of the Executive Chairperson, Yorkshire Bowling Association

Tenure: 1 Year - This is a voluntary position.

Role Summary

The Chair's primary role is to ensure that the Executive Committee is effective in its task of setting and implementing the YBA's direction and strategy.

The position of Chairperson is elected at the AGM in accordance with the YBA Constitution.

Responsibilities

The main responsibility of the Chair is to Chair all YBA Executive and AGM meetings held during the year of office.

Other responsibilities include:

- Notice - meeting has been properly convened.
- Constitution - must ensure that there is quorum present for the meeting.
- Conduct - ensure proceedings are conducted in accordance with rules governing meetings.
- Preservation of order - may have power to order the withdrawal of offenders, depending on the nature of the meeting and where it is held.
- Order of business - has a duty to allow reasonable time for discussion however,
 - Must restrain irrelevant discussion.
 - Must allow no discussion unless there is a motion before the meeting.
 - Must give equal opportunity to those who wish to speak.

Keep a track of all costs incurred in the role and send in a claim for expenses into YBA Treasurer before the end of each financial year.

Ideal Skills

Confidentiality

Timekeeping

Decisive but approachable

Tactful with the ability to show patience

Honesty

Impartial and objective