

# NETBALL SOUTH



## CHAIR ROLE SUMMARY

<b>ROLE SUMMARY:</b>	To be a member of and coordinate the affairs of Netball South Regional Management Board (RMB)
<b>ESTIMATED HOURS:</b>	1-3 hours per week
<b>DUTIES:</b>	<ul style="list-style-type: none"><li>▪ Be responsible for the RMB in managing the affairs of the Netball South Region and fulfil the responsibilities outlined in this role description</li><li>▪ Adhere to the EN Code of Conduct for a Regional Management Board</li><li>▪ Ensure the RMB operates within its Terms of Reference</li><li>▪ Be completely familiar with the constitution of the Netball South Region, the procedures for the committee meetings and the current affairs and business in hand</li><li>▪ Behave impartially at all times</li><li>▪ Guide the region in the planning process and provide strategic vision</li><li>▪ Work with the regional staff to compile a relevant agenda for each RMB meeting</li><li>▪ Chair all RMB meetings, guiding members through the agenda and ensuring clear decisions are made</li><li>▪ Ensure that all Board members fulfil the responsibilities outlined in their Role Descriptions and adhere to the EN Code of Conduct for a Regional Management Board</li><li>▪ Ensure that all Regional Board members are able to have a 'voice' on delivery in the Region</li><li>▪ If unable to attend a Regional meeting, a written report should be sent to the meeting and the Vice Chairman briefed on the Agenda</li><li>▪ Proof read RMB minutes before they are circulated</li><li>▪ Provide leadership for the Region taking decisions as required with consultation with the RMB</li><li>▪ Hold the casting vote in the event of a split decision</li><li>▪ Chair the County Chair's Forum when held</li><li>▪ Keep up to date on Government direction and Sport England initiatives</li><li>▪ Ensure that all meetings and other work undertaken through-out the Region are necessary and carried out effectively</li><li>▪ To attend working group regional meetings as deemed necessary and without the need for a formal invitation</li><li>▪ Be responsible, in conjunction with the Finance Director, for the presentation of the annual report</li><li>▪ Act as Chair of the Annual General Meeting.</li><li>▪ Represent the Region at national events and Regional Chairs Forum</li><li>▪ Give speeches where necessary (e.g. end of season dinner / AGM)</li><li>▪ Lead the Region's disciplinary committee</li><li>▪ Authorise expenses where appropriate</li><li>▪ Act as a signatory on Region's cheques</li><li>▪ Provide support / guidance to the Regions members where appropriate</li><li>▪ Refer any dispute arising to the Board of Directors of England Netball regarding the interpretation of the Constitution or any matter not provided for in the Constitution</li></ul>

<b>ESSENTIAL QUALIFICATIONS/ SKILLS/ KNOWLEDGE REQUIRED:</b>	<ul style="list-style-type: none"><li>▪ To have knowledge of the netball structure with in the region</li><li>▪ Be able to co-ordinate a large and varied area of work</li><li>▪ Ability to control meetings effectively</li><li>▪ Good interpersonal skills</li><li>▪ Good management and leadership skills</li><li>▪ Good organisation skills</li><li>▪ The ability to make decisions</li><li>▪ Good communication skills</li><li>▪ The ability to delegate</li><li>▪ Have access to email and telephone</li><li>▪ Be a member of England Netball</li></ul>
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