



SVA CHAIRPERSON ROLE DESCRIPTION

NAME OF ASSOCIATION: Surrey Volleyball Association
ROLE: Chairperson
RESPONSIBLE TO: SVA Committee

DESCRIPTION

To co-ordinate the affairs of Surrey Volleyball Association SVA

SKILLS/QUALITIES REQUIRED:

- Good interpersonal skills
- Ability to always behave impartially
- Approachable
- Ability to control meetings effectively

MAIN DUTIES

- To be responsible for managing the affairs of Surrey Volleyball Association
- To chair and control the meetings of the SVA committee and AGM
- Be familiar with the constitution of Surrey Volleyball Association, the general rules for committee procedure, current affairs, and business in hand
- Oversee decisions made by the Surrey Volleyball Association committee and other personnel
- In conjunction with the secretary and treasurer present the annual report and account respectively
- Be in consultation with the secretary with regards to the content of the agenda and minutes of the meetings
- To keep open communication channels with members of the management committee and inform them of any instant decisions taken

COMMITMENT

- To chair the AGM once a year, deal with any SVA issues as and when they arise and attend SVA committee meetings
- Approx. 3 hours per week