

# Tockington Archers

## Committee Member Post Profile

**Tockington Archers is a club run by the members for the members for the enjoyment of archery. All committee posts are filled and performed by volunteers who are appointed in accordance with the club constitution.**

**Post:**

Club Chairman

**Duties of the Post:**

It is the duty of the post holder to:

- 1) Carry out an overall leading role on behalf of the club to:
  - a) ensure the club remains functional
  - b) maintain continuity within the club management committee
- 2) To attend and chair the regular committee meetings
- 3) To attend and chair the Annual General Meeting and any extra ordinary meetings of the club membership
- 4) Prepare and carry out correspondence on behalf of the club and committee
- 5) Interface with the Tockington Manor School on behalf of the club
- 6) Prepare and present a Club Chairman's report at the AGM
- 7) Keep the other members of the committee informed as necessary of any correspondence or developments
- 8) Assist other committee members with their duties as necessary