



## CLUB CAPTAIN/PRESIDENT

### Role

The Club Captain/President is the leader and main spokesperson for the club/society. He/she takes responsibility for managing the committee and the affairs of the sport/society. The Club Captain/President ensures that the committee functions properly, that there is full participation at meetings, that all relevant matters are discussed and effective decisions taken, communicated and enacted.

### Responsibilities

- 1) Take responsibility for leading the sport/society and for building and maintaining the sport/society's reputation. To be clear, you will be held responsible for the behaviour and actions of your members.
- 2) Represent the sport/society in relations with the Students' Union and University.
- 3) Communicate regularly with the Vice President Activities and the Student Activities Team.
- 4) Attend meetings with the Students' Union, including committee training, one-to-one meetings and group meetings with other sports and societies. Participation in these meetings is compulsory and can be counted towards Sport/Society of the Year. When you are unable to attend, it is your responsibility to ensure that another member of your committee attends and reports back to you.
- 5) Take responsibility for managing the committee and the affairs of the club, including planning and running meetings according to the constitution.
- 6) Oversee and guide all decisions taken by the committee and communicate these to all members
- 7) Coordinate the committee, ensuring that members undertake their role in an efficient and effective manner
- 8) In conjunction with the Communications Officer, prepare and present an annual report at the AGM.
- 9) Be familiar with the constitution of the sport/society, any club rules, committee procedures and the constitution, byelaws and regulations of Chester Students' Union and be responsible for ensuring that the sport/society complies with these.
- 10) Liaise with the Students' Union to ensure that funds are collected and spent properly, in the best interests of the sport/society.

### Skills & Qualities

- Reliable and prepared to make the required regular time commitments
- Strong leadership skills
- Good listening skills
- Good time-management

- Good organisational skills
- Supportive of and an ambassador for the Students' Union and the University.
- Excellent discipline
- Creativity, innovation and problem-solving skills.
- Tact, diplomacy and good negotiating skills

**If you have any questions or queries, please contact your sport/society alternatively email Sarah Latham (Student Activities Manager) at [s.latham@chester.ac.uk](mailto:s.latham@chester.ac.uk).**

