



Kent Netball Management Committee Role Profile

CHAIRPERSON

Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, as an Honorary Officer, the Chairperson will have sound knowledge of a management committee.

The role of Kent Netball Chairperson is held by the elected official for two years.

This role profile should be read in conjunction with the Kent Netball Management Committee - Roles, Skills and Personal Qualities document which outlines the requirements of all KNMC officers.

The Chairperson's role is to:

- report to the President;
- lead the Kent Netball Association, ensuring that it is managed effectively and to facilitate change;
- act as a figurehead or spokesperson where required;
- plan the annual cycle of KNMC meetings and chair/facilitate these. Guide and co-ordinate the KNMC in formulating policies and managing the affairs of KN;
- ensure that the KNMC contains the diverse range of skills, experience and knowledge needed to operate effectively, with due consideration for community representation. Drive volunteer recruitment and succession planning along with creating opportunity for volunteer development. Manage the behaviour of KNMC volunteers and promote best practices in governance;
- be responsible for the conduct of all committees in managing the affairs of KN;
- in conjunction with the Treasurer, ensure proper management and control of finances;
- be responsible for the presentation of the KN Annual Report;
- attend meetings of the Finance and Honorary Officers' Subcommittees. Attend meetings of the other Subcommittees in an advisory capacity as required;
- represent KN on the L&SE Regional Management Board and other groups deemed necessary;
- prepare a report of the year's activities for the AGM; and
- line-manage the work of the Kent Netball Development Officer in conjunction with other partners.

Skills/Personal Qualities of the Chairperson:

Honorary Officers are required to have good communication, interpersonal and leadership skills. This role will suit someone with initiative and drive who is able to work in partnership with others, is good at teambuilding and has the ability to delegate. This person will have sound knowledge of netball governance along with understanding of the roles/responsibilities of the KNMC.

An aspiring Honorary Officer will need to be willing to chair meetings and ensure that decisions are taken and followed-up. They will need to be a strong networker with knowledge of KN's key networks and be prepared to speak clearly and succinctly as the public face of KN.

The Chairperson will ideally be a hard-working and confident strategist with tact and diplomacy skills.