



Committee Chair Job Description

Chair

Reports To: The committee chair will be responsible for relaying relevant subjects covered in regular committee meetings to the Athletics Wellington board through

Job Overview: The role of the committee chair is to ensure the effective and efficient running of committee meetings. The committee chair will lead the selected committee in any operational matters and decision making. Decisions that affects Athletics Wellington will need to be passed, and approved by the board. Success in this role will mean there is clear communication between the committees and the board which allows support from the board and understanding to the committee members.

Responsibilities and Duties:

The Chair of each committee will be responsible for leading their committee group in their decision making as well as ensuring that the responsibilities of the committee is completed. These responsibilities of the committees are outlined in the committee member job description and also listed below.

The key responsibilities for committee chair each year include:

- Overseeing the planning of the programme of events for the year with the help of the committee members and facilitating each event.
- Being available to respond to inquiries from members around these events.
- Noting and overseeing the reviewing of any equipment or other capital expenditure needs for the year
- Formulating, with the help of the committee, an operational budget for the committee for the year, to be submitted to, and approved by, the Board.
- Ensuring good communicating with clubs and other stakeholders as required by relaying relevant messages to the clubs and stakeholders.
- Reporting to the Board of any matters of importance relevant to its role and the promotion, support and development of athletics in the Wellington Region.
- Providing support to the SDM in relaying messages to clubs and community around development opportunities.
- Organising regular meetings for the committee in advance and with notice, providing the agenda for these meetings and relaying relevant information discussed at the meetings to the board.