



Please note all role descriptions are for guidance only. Please adapt/add to this basic information to ensure it is relevant to your CB's requirements.

CB Chair

- The appointment of the Chairperson is for three years initially, with a rolling tenure thereafter.
- The Chairperson is a member of the Executive Committee
- The Chairperson must be voted into post by member clubs
- There is no restriction on the number of years anyone may serve as a member of the Executive Committee

Purpose:

As one of the 3 main officers of the CB, together with the Secretary and Treasurer, the primary duty of the Chairperson is the Leadership of, and primary spokesperson for, the CB. They are also responsible for arranging and chairing executive committee meetings, emergency committee meetings and special/Annual General Meetings and ensuring that the executive committee efficiently directs and coordinates the business of the CB.

Key aspects of the role:

1. Leadership and Business Planning

Lead the creation and / or regular review of the CB's strategic/business plan, ensuring that all responsibilities are fulfilled and the latest legislation is employed to ensure health, safety and welfare policies are implemented; also instigate and support succession planning, engaging with member clubs, to ensure that all Executive Committee positions are filled by appropriately skilled and knowledgeable volunteers.

2. People Management and Communication

Develop strong working relationships with colleagues on the Executive committee and other committees, sub-committees and task groups, attending meetings where CB policy is concerned. Encourage a culture of openness, transparency and accountability and be willing to explore new ways of working where appropriate.

3. Relationship Building

Lead on developing and strengthening relationships with member clubs, making sure they understand what the CB can offer them and the importance of engaging with local CB meetings and the AGM. Support and actively promote engagement with Leadership Development opportunities offered by the RFU, including the Leadership Academy and Leadership in Union.

Experience, Knowledge, Skills and competencies required:

- Demonstrated ability to provide strategic leadership and direction
- Demonstrated ability to lead and develop teams of people
- Knowledge of board/committee structures and roles
- Understanding of and commitment to equal opportunities/managing diversity
- Understanding of relevant legislation and data protection
- Excellent interpersonal, verbal and written skills

TEAMWORK RESPECT ENJOYMENT DISCIPLINE SPORTSMANSHIP