



THE PARKLANGLEY CLUB

44a Wickham Way, Beckenham, Kent, BR3 3AF
020 8658 9028 • info@theparklangleyclub.co.uk
www.theparklangleyclub.co.uk



Club Chair - Role Description

Lead strategic direction and plan for the club.

Host/Chair annual club AGM.

Work with Management Committee secretary to agree dates of Management Committee meetings, agenda items and minutes.

Host committee meetings, keep to Agenda and ensure that decisions made are in the best interests of the club.

Provide support, advice and assistance to individual Management Committee members where needed.

Oversee preparation of budgets and financial reporting with Financial Executive.

Oversee direct report (Club Manager) with respect to performance appraisal, personal development/training and provide advice and support as required. Agree remuneration and Personal Development Plans.

Identify new opportunities/resolve issues of concern with the Club Manager.

Intervene in those situations where the Club Manager has been unable to find a resolution to a problem.

Liaise with the Chair of the Board on matters of common interest.

Liaise with Section Chair to encourage support and camaraderie between all playing sections.

Declare any Conflict of Interest.

Updated January 2023



The Parklangley Club is a non-profit-making organisation owned by its members and dedicated to providing sporting facilities to the local community