

# **Flying Kukris Chairperson**

## **Role description & person specification**

The Chairperson of the Flying Kukris (the club) has a strategic role to play in representing the vision and purpose of the club. The Chairperson ensures that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. The Chairperson is the chief officer of the club and the one ultimately responsible for its activities and relations with the HKRFU and associated organizations.

### **Ensure the management committee functions properly.**

- ✧ To plan and run meetings in accordance to the governing document.
- ✧ To ensure matters are dealt with in an orderly, efficient manner.
- ✧ To bring impartiality and objectivity to meetings and decision-making.
- ✧ To facilitate change and address conflict within the board.
- ✧ To review governance performance and skills.
- ✧ To plan for recruitment and renewal of the Management Committee.

### **Ensure the organisation is managed effectively.**

- ✧ To liaise with the executive committee, as appropriate, to keep an overview of the Club's affairs.
- ✧ To co-ordinate the committee to ensure responsibilities for particular aspects of management (e.g. financial control etc) are met and specialist expertise is employed as required.
- ✧ To facilitate change and address conflict within the Club, liaising with the executive to achieve this.

### **Provide support and supervision to the executive.**

- ✧ To line manage the senior executives of the Club.
- ✧ To sit on appointment and final appeal grievance panels, as appropriate.

### **Represent the Club.**

- ✧ To communicate effectively the vision and purpose of the Club.
- ✧ To advocate for and represent the Club at external meetings and events.
- ✧ To be aware of current issues that might affect the Club.
- ✧ To be the face of the club in dealing with sponsors & potential sponsors

***Qualities and Skills Required.***

- ✧ Good leadership skills.
- ✧ Good communication and interpersonal skills.
- ✧ Impartiality, fairness and the ability to respect confidences.
- ✧ Ability to ensure decisions are taken and followed-up.
- ✧ Good time-keeping.
- ✧ Tact and diplomacy.
- ✧ Understanding of the roles/responsibilities of a management committee.
- ✧ Experience of organisational and people management.

***Time Commitment:*** The role of Chair requires an estimated commitment of 7 – 10 hours/mth