

## POSITION DESCRIPTION – CHAIR

**Reports to:** Board & Club Membership

**Key Relationships:** Board  
Operational Committees  
Club Members  
SLSNZ Regional Team

**Desirable Attributes:** Excellent communication and technology skills, well organised +

Formal meeting chair skills (or open to training/coaching)  
Able to manage/mentor/inspire/engage people  
Planning, strategy, oversight mindset  
Honesty, Integrity and Transparency

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### ROLE PURPOSE

The Chair is the principal leader of the Club, responsible for guiding the governance, strategy, and culture of the organisation. The Chair supports good decision-making and positive member engagement, ensuring the Club is aligned with its constitution, strategic goals, and national expectations.

### KEY RESPONSIBILITIES

#### Governance Leadership & Strategic Oversight

- Ensure the Board operates to achieve the Club's purpose as defined in the constitution
- Lead strategy and planning (e.g. financial, asset management, sponsorship, recruitment, risk)
- Set and monitor the Club annual calendar and budget in conjunction with the Board
- Ensure Club policies and procedures are regularly reviewed and up to date
- Ensure the Club's Constitution aligns with SLSNZ requirements
- Promote governance and organisational best practice within the Club
- Oversee the performance of paid staff and contractors in conjunction with Board and relevant key roles
- Ensure all staff and contractors have current, legally robust employment contracts
- Lead or support engagement with SLSNZ funding mechanisms (OPEX, CAPEX applications)

#### Board Management

- Confirm meeting dates and compile agendas in consultation with Board members
- Chair Board meetings to encourage respectful, inclusive, informed decision-making
- Support succession planning, recruitment and inductions for the Board and operational roles

#### People Leadership & Culture

- Be a role model; engage, inspire, and support Club members and volunteers
- Promote good communication across the Club and between governance and operations
- Foster a culture of high standards, strong compliance and health & safety across all club functions

#### Stakeholder Engagement & Representation

- Manage key stakeholder relationships alongside the Board
- Attend Club Chair Committee Meetings and the SLSNZ AGM (or delegate attendance)

#### Operational Enablement & Club Effectiveness

- Promote the use of systems, processes and technology to reduce admin burden on volunteers
- Delegate tasks appropriately while maintaining accountability for outcomes.