

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

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.