

# The Armourers' Association



## **Chairperson Job Description**

### **Chairperson Purpose**

The Chairperson is responsible for Association strategic matters, guiding the committee to achieve agreed strategies in an effective manner.

To work with the President and committee members, setting a Vision for the Association that is both achievable and sustainable.

To ensure that there is effective communication within the committee and throughout the Association.

### **Chairperson Responsibilities**

The Chair person shall be the main point of contact within the Association.

Set the agenda for meetings, liaising with the President, Vice-Chairman and Secretary, managing meetings in line with the agenda.

Preside over all the committee and Association General Meetings when present and have the casting vote where necessary. (The Vice-Chairperson or President may be appointed temporarily with the agreement of the Committee).

Sign the approved minutes of the last meeting.

Write the annual report, liaising with the President and committee.

Act as signatory for legal and financial matters in accordance with the rules of the Association.

Ensure all Association events and forums have the correct procedures in place to be safe and that committee members also abide by these procedures.