

HNBC Chairman - Job Description

Background information

The Chairman, one of the 6 Officers of the club, must understand and promote the club's aims with waterway organisations and other bodies. The Chairman is often the formal public face of the club at meetings or in interviews.

TASKS

1 Committee meetings

- 1.1 Agree agenda with the Secretary or the Minutes Secretary
- 1.2 Prepare a report on activities since the previous meeting
- 1.3 Chair meetings
- 1.4 In the event of a tied vote, the Chairman has an additional casting vote

2 General Meetings

- 2.1 Agree agenda with the Secretary
- 2.2 Prepare an annual report for the General Meeting
- 2.3 Chair the General Meeting
- 2.4 Welcome guest speakers to the meetings (AGM and November Social)

3 Waterways Organisations

eg Canal and River Trust's national and local area meetings, Historic Boat Group, Environment Agency's national and local meetings, NINF (National Inland Navigation Forum), Inland Waterways Association

- 3.1 Represent the club's interests at meetings of various navigation authorities and other waterways groups
- 3.2 Co-ordinate the club's representation at relevant meetings
- 3.3 Brief other club delegates attending meetings to ensure that the club's voice is heard

4 Reports

- 4.1 Newsletter – write a short report for each Newsletter
- 4.2 Committee – see 1.2 above
- 4.3 Annual General Meeting – see 2.2 above

SKILLS AND KNOWLEDGE

Computer literacy

- Able to use email and word processing software

Personal skills

- Work effectively with club Officers and committee members
- Be approachable to members; be open and welcoming to new members
- Answer members' queries (by phone, post or email) with diplomacy and sensitivity
- Work constructively with navigation authorities and other waterway organisations
- Be good humoured, calm and considered, avoiding personal confrontations