



## Thornbury & South Gloucestershire Amateur Radio Club

The Chantry, Thornbury, Gloucestershire. <http://tsgarc.uk>

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### Terms of Reference : Chairman

The information specified below describes the responsibilities of a chairman:

- To provide direction for the club by effective leadership and management
- To chair and control meetings of the management committee
- To chair and control meetings at any general meeting
- To act as principal officer within the club and make decisions whenever the need arises in consultation with other officers when appropriate
- To represent the club at external meetings when required
- To be involved, where appropriate, in the coordination of club activities
- To manage and oversee the work of officers and other club personnel
- To present the chairman's report at the AGM
- To determine the content and agenda for club meetings in association with club secretary
- To ensure that club statutory documents and other returns are administered and filed on time
- To ensure effective communication with members
- To ensure that the strategies and policies agreed by the committee are effectively implemented
- To ensure a comprehensive and complete handover of duties, knowledge and all club data/records to your successor so the club business is not impacted.