



## Roles & Responsibilities

### Club Chairman

- Co-manage and take on co-Directorship for Garforth Tigers Ltd (lease with LCC)
- Chairs meetings of main Management Committee.
- Sets agenda and controls discussions in club meetings.
- Makes minutes available for the membership in conjunction with the Secretary.
- Makes decisions in consultation with other officers.
- Plays an executive role as the principal officer throughout the year.
- Must plan ahead and be prepared to delegate.
- Acts as a conciliator between 2 parties trying to resolve a disagreement.
- Act as point of reference for external agencies in the absence of the Secretary.
- Ensures all management and sub committees meet regularly and in accordance with the constitution.
- Sits on discipline panels as the principle member
- Overall responsibility for adherence to all policies, procedures and responsibilities from the relevant league and governing body.

Garforth Tigers ARLFC, Glebelands, Ninelands Lane, Garforth, Leeds, LS25 1NT

w: [www.garforthtigers.com](http://www.garforthtigers.com) e: [tigers@garforthtigers.com](mailto:tigers@garforthtigers.com)

**Chairman:** Mark Wood **Secretary:** Sarah Wood **Treasurer:** Ian Watkinson

**Club Welfare Officer:** Cath East **Club Development Manager:** Matt Forward