

Chairman - Club Job Description

General Meetings of the Club

- Chairs Annual General Meetings
- Chairs Extraordinary General Meetings

Committee Meetings of the Club

- Chairs monthly Committee Meetings
- Oversees the running of the club through delegation to committee members.
- Ensures that a full compliment of committee members is maintained during the period in office.
- Ensures that an Agenda is produced and followed.
- Ensures all committee members are aware of topics for discussion at the following committee meeting.
- Ensures that meetings are conducted in an orderly fashion / manner.
- Ensures that all committee members have the opportunity to express opinions without impeding the meeting progress.
- Ensures that the club is run in accordance with the articles laid down in the AIVC Constitution.

Administrative Responsibilities

- To act as signatory for WK-IVC cheques.

Chairman's Calender

January

- Agree Membership Returns to AIVC.
- Decide who will attend AIVC Conference.
- Announce AGM within programme

February

- Discussion of contentious issues for AIVC Conference with committee
- Review year end accounts with Treasurer.
- Agree proposed budget for coming year with committee.
- Create Preliminary AGM Agenda

March

- Create proposed Agenda for AGM
- Discuss Motions / Proposals for AGM with Secretary

April

- Chair Annual General Meeting
- Ensure that (outgoing) secretary prepares minutes of AGM in a timely fashion (i.e. before it is all forgotten).
- Set date for next Committee Meeting
- Determine strategy for year ahead and promulgate to committee.
- Attend AIVC National Conference.