

Chairman - Job Description

- Oversees the running of the club through delegation to committee members.
- Ensures that the club is run in accordance with the articles laid down in the Constitution.
- Chairs Annual General Meetings, Extraordinary General Meetings and Committee Meetings.
- Ensures that an agenda is produced and circulated in advance of each meeting.
- Ensures that the agenda is followed and that meetings are conducted in an orderly manner, allowing all to be able to express opinions without impeding the meeting progress.
- To act as signatory on the West Kent IVC bank account.
- Announce the Annual General Meeting (AGM) to all members, and co-ordinate motions proposed for the AGM in accordance with the Constitution.
- Discuss all issues for the AIVC Conference with committee.
- Arrange for West Kent IVC to be represented at the AIVC Conference.