



Berkshire Archery Association

BAA Job Description : Chairman

Principle Duty: in an executive role, chairs the committee meetings and acts as principle officer of BAA, making decisions in consultation with other committee members

Main Tasks

- Chair the quarterly committee meetings.
- Chair the AGM in the event that the President or Vice President are not present.
- Remain impartial in meetings (the chair does not vote apart from having the casting vote).
- Work with the executive committee (Chairman, Secretary, Treasurer, President) to progress issues/questions that can not wait until the next full committee meeting.
- Along with the Secretary, act as the focal point for any complaint or disciplinary issues being escalated to the county & organise any panels required.
- Represent the county at local, regional and national level when required.
- To be familiar with the Constitution of the County and the activities & business of the County.
- The Term of Office for the Chairman is three years.