

## Chair

**NAME OF CLUB:** *KINGSTON KAYAK CLUB*

**ROLE:** CHAIRPERSON

**RESPONSIBLE TO:** *CLUB COMMITTEE*

**NAME OF VOLUNTEER** *Andy Davies*

**START DATE:** *01.04.13*

**END DATE:** *31.03.15*

-  Support the efficient running of the club
-  Chairing regular committee and annual general meetings
-  Helping others understand their roles and responsibilities
-  Communicating with various members within the club
-  Being actively involved in developing an action plan for the club
-  Representing the club at local and regional events
-  Assist the club to fulfill its responsibilities to safeguard children at club level
-  Ensuring an understanding of the legal responsibilities of the club to which the Club complies