



# Heaton Moor Golf Club Limited

## CHAIRMAN ROLES AND RESPONSIBILITIES

### Key Purpose

The Chairman will provide the leadership and direction necessary to enable the Board and Directors to operate effectively and fulfil their Responsibilities to the Members of the Club.

Be familiar with the Memorandum and Articles of Association of the Club and ensure that the Board acts in accordance with them at all times.

### Specific Responsibilities

To chair Board Meetings and General Meetings held by the Club;

To ensure the Board operates and acts with integrity and is open and accountable;

The Club Professional shall report directly to the Chairman;

Take the lead in ensuring the Club is compliant with all applicable legislation and statutory requirements and that all the necessary policies and procedures are in place e.g. Health & Safety, Child Protection, Diversity and Equality;

Encourage open discussion and provide the opportunity for everyone to contribute;

Generate a positive and supportive working environment for staff and encourage open and honest communication;

Build positive relationships with the Membership and encourage constructive feedback;

Have the casting vote when there is a "tied vote" at a Board or General Meeting;

Lead the production, maintenance and implementation of the 3-year Business Improvement Plan for the Club and track progress against the Plan;

Ensure that agreed annual targets for costs reduction and increasing revenue are in place;

Ensure agreed annual budgets are in place and expenditure against them is monitored and controlled;

Review operational reports monthly and agree any actions necessary with the Directors;

Review financial reports quarterly and agree any actions necessary with the Directors;

Monitor decisions made at Board meetings and ensure they are implemented;

Ensure individual Directors and the Club Secretary are fully discharging their responsibilities;

Communicate key information to the Members at least quarterly (June, September, December & March.);

Build positive relationships with the Membership and encourage constructive feedback;

Signatory of the Club bank account(s);

Protect the Club's reputation,

Represent and be an ambassador for the Club at appropriate events, meetings or functions.