



Hampton-in-Arden Sports Club Limited
Company limited by guarantee
Registered Office: Shadowbrook Lane, Hampton-in-Arden, Solihull, B92 0DQ
Clubhouse telephone: 01675 442284
Registered in England No. 1179485



Hampton-in-Arden Tennis Club
Web site: www.hamptontennis.org.uk
Chairman: Chris Barnes
68 Meriden Road, Hampton-in-Arden, Solihull B92 0BT
Email: secretary@hamptontennis.org.uk
Home telephone: 01675 443572

CHAIRPERSON ROLE

The chairperson takes responsibility for the day to day management, making decisions on behalf of the committee once members have been consulted. The chairperson is also responsible for overseeing meetings, keeping to the agenda and ensuring the meeting remains focused. The chairperson will be a member and is often likely to have been a committee member.

What makes a good Chairperson?

- Well informed about the activities of the club, along with the financial position
- Understands the constitution
- Experience of chairing and managing meetings, offering everyone the opportunity to share their views
- Has time to prepare for meetings and ensures they have an understanding of all the issues
- Able to keep the meeting to the agenda and make sure that all issues are covered
- Unbiased and impartial
- Good listener able to summarise the key points of any discussion and draw a conclusion
- Able to communicate clearly and concisely
- Diplomatic and helpful

Roles and Responsibilities

- To have responsibility for the day to day management of the place club
- To develop good working relationships with key personnel i.e. Head Coach
- To make decisions on behalf of the committee once members have been consulted
- To agree meeting agendas with the secretary
- To oversee meetings, keep to the agenda and ensure the meeting remains focused
- Act as a spokesperson for the club
- Motivate and support management committee members
- Lead the direction of growth and retention

Estimated Time Commitment

10 management committee meetings per annum, 1 AGM, County AGM, other meetings as required

2 – 3 hours per week throughout the year

Key Relationships

Coach, Team Captains, committee, LTA, County LTA Office, Hampton in Arden Sports Club officials

BEST PRACTICE TIPS FROM THE LTA CLUBMARK WEBSITE

How long should a chairperson's term of office last?

The chairperson's term of office is usually governed in one or two ways. Good examples exist for both options and there is no right or wrong way. To help you decide, see the advantages and disadvantages below:

One year appointment - it prevents an individual from becoming too powerful and influential; saves one person from having to carry the responsibility continuously; the place to play acquires a pool of skilled individuals.

Unfortunately, each new chairperson takes time to acquire knowledge and experience; which can encourage instability and continual change.

Long term chairperson – remains the chairperson for as long as he/she continues to be re-elected. The chairperson becomes familiar with the workings of the place to play providing consistency and continuity; highly skilled with more experience.

Unfortunately, the chairperson can become controlling and adverse to new ideas; the place to play may become so dependent on this person, that it has difficulty finding a replacement when he/she retires.

A compromise which allows a chairperson to be elected for a maximum period, for example, not more than three years, can preserve the best of both options.

Why have meetings and how many should we have?

Holding meetings are a constitutional requirement for many places to play. However, meetings are a valuable management tool and provide a forum for planning, evaluating and communicating. They provide a regular opportunity for management committee and members to come together as a team and make decisions on issues affecting the venue.

Is the meeting necessary?

- Ask yourself is the meeting necessary before calling it
- Think about having fewer meetings
- Hand out reports on issues that don't need further discussion to save time
- If people think that a meeting is pointless they won't contribute and may not even turn up!

Good meetings should:

- Motivate the team of volunteers
- Allow a message to be put across and clarification sought
- Help forge good relationships between colleagues and members
- Promote sound decision making
- Clearly communicate issues
- Define the outcome of decisions and the action required

Unnecessary meetings will:

- Waste time and money
- Are demotivating
- Diminish the importance of meetings

Annual General Meeting (AGM)

AGMs and the requirement to have an AGMs is always identified within the constitution. An AGM differs from a working management committee as it involves some people who have a limited understanding of the issue being discussed. Officers are elected at AGMs and amendments to the constitution or rules are discussed and can be voted upon. AGMs are a good public relations opportunity, making sure members feel included.

Chairing meetings

- Start meetings on time
- Indicate the finish time as well as the start time on the agenda
- Make sure everyone has the opportunity to air their views
- Make sure everyone is involved in the discussion and that no one person controls the discussion
- Try and confirm any decision by common consent rather than by a majority vote – if possible!
- Make meetings as interesting as possible e.g., hold them in a variety of venues

How to run a formal meeting

- Follow the items on the agenda in order
- Resolve one issue before moving on to the next
- A motion is a recommendation presented to the meeting for debate and approval. Some motions will be presented to the meeting for debate and approval. Others will arise from members during the course of the debate. In many place to plays, the constitution requires that motions for debate at general meetings are presented, in writing, in advance of the meeting.
- Some constitutions require motions – a proposer is someone who presents a motion, the seconder is the person who supports the motion
- An amendment is a modification to a motion, presented and seconded by a third and fourth person. The proposer of the original motion can choose to accept the amendment, in which case it replaces the original motion, or the proposer can decline to accept. If an amendment is not accepted, it is debated immediately and voted upon. If the amendment is approved it replaces the original motion. In either case, the debate should end with a vote on the eventual substantive motion..
- In a normal meeting there is no limit to the number of amendments that can be proposed to a substantive motion, but they should be debated separately in the order in which they were proposed. The chairperson must exercise some control and should not allow amendments that simply negate the original motion. In many place to plays, the constitution does not permit amendments to be presented during a general meeting.
- Voting rights differ across venues, so it is important that the chairperson study the rules of their place to play carefully and ensure they are understood

Voting at meetings

- There are different ways of voting at meetings and the chairperson must decide which is appropriate or the matter in question
- A show of hands – where the chairperson asks all those in favour of the motion to show, followed by all those against, and then any abstentions. The hands are counted and, if the vote is a tie, the chair person has a casting vote. Check the constitution to see whether the chairperson is also allowed to vote in the first instance, or merely if there is a tie.
- Ballot – members vote in writing but remain anonymous. Ballot papers are counted and divided into those for and those against. A decision is made on the majority. The disadvantage of this process is that it is time consuming.

Minute taking

- Someone must be appointed to take minutes. Usually the secretary but anyone can be appointed to take minutes.
- Minutes must be concise and a true reflection of the discussions that have evolved.
- Decisions and action must be clearly recorded and agreed by members of the management committee.
- Following the meeting the minutes should be typed and circulated to all members of the management committee.
- The minutes are normally agreed or corrected at the beginning of the next meeting when members have had the opportunity to review them.
- Minutes can be used as a method of communication to the rest of the membership to inform them of action and decisions the management committee have made.

