

St Catherine's Committee Position Description

Position Title: CHAIR

Main Purpose of the Role:

The role is responsible for coordinating the roles of the committee for the day to day administration and management of the club.

Experience and Knowledge:

1. Have an understanding of the inner workings of the QCSA and its processes.
2. Assist with coordination of preseason sign-on information with registrar
3. Take complaints from parents regarding player gradings
4. Be central point for liason of all committee members in undertaking individual duties
5. Be point of contact with local councillors and MLA's
6. Attend QCSA council of club meetings
7. MC presentation days
8. Chair Annual General Meeting
9. Represent the club in any other official capacity

Personal Attributes:

1. Possess the ability to maintain a strong attention to detail and a commitment to providing the best possible service for club members
2. Sound oral and written communication skills including the ability to liaise effectively with fellow committee members, council representatives club members
3. Possess the ability to manage time effectively, meet deadlines and stay calm and organised.
4. Self motivated with the ability to use initiative to solve problems.
5. Possess a strong work ethic and a positive, and flexible approach.