

## The role of the Club Rep

The role of the Club Rep is to be a voice on the committee without any specific tasks/roles

<b>Responsible to:</b> Executive Committee	<b>Responsible for:</b>
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Main Duties	Skills Required
<ul style="list-style-type: none"> <li>• Attend Committee meetings</li> <li>• Provide impartial advice regarding club proposals</li> <li>• Raise any concerns/issues from club members</li> <li>• Report back to club members</li> <li>• Offer support to the committee</li> </ul>	<ul style="list-style-type: none"> <li>• Confident and Effective communicator</li> <li>• Great organisation skills</li> <li>• Ability to delegate duties</li> <li>• An understanding of the Forward Plan, governance, and future activities and developments</li> <li>• Ability and knowledge to act as spokesperson for your organisation</li> <li>• Unbiased and impartial</li> <li>• Knowledgeable on equity issues</li> </ul>

### Qualities of a good Club Rep

A good Club Rep needs to be:

- Well informed of the Club activities, and the current level of club activity
- Able to represent the Club at Branch, Local, Regional, and National levels
- Conversant with the Policy's and Procedures of the club and their affiliated Governing Body's eg: Codes of conducts, Safeguarding, Health and Safety, Competition and Sporting rules
- Able to keep a debate focused, and avoid deviations
- Able to ensure the planning and budgeting for the future are carried out in accordance with the wishes of the members
- A good listener who is able to summarise the salient points of a discussion
- Conversant with the Constitution of the Club
- Diplomatic and helpful
- Clarity of mind
- Firmness and fairness
- Tact, diplomacy and discretion
- Willingness to work hard
- Patience
- Flexibility
- Be approachable
- Ability to maintain confidentiality