

Chairperson Role Description

## **Purpose of the role:**

To provide leadership and direction to the Board enabling it to fulfil its responsibilities in providing sound governance and strategic direction for the Club. To facilitate Board meetings and support staff with well-rounded and carefully considered decision-making. To manage all human resource matters for the Club.

**Strategy:**

* Lead the formulation of Club strategic plans and put in place regular reviews of the long-term goals.
* Lead the development of Club values and ensure they are embedded in the organisation.
* Ensure the Club pursues its core purpose.
* Involve relevant professionals and volunteers in the decision-making processes.
* Work in partnership with the Graeme Storm Golf Academy to ensure mutual commercial success.
* Develop a culture which harnesses insight and encourages creativity, aiming to ensure the golf Club stands out from the competition.
* Overall responsibility for the Club's personnel and training strategy.
* Develop, implement and maintain all necessary HR policies and procedures in line with organisational objectives.

**Relationships:**

* Build and maintain positive relationships with Club members, understanding their diverse needs and uniting their voices.
* Provide constructive support to the Board and Secretary guiding and supporting their work.
* Represent and be an ambassador for the Club and its members at appropriate events, meetings or functions.
* Develop and maintain an excellent relationship with the Earl of Ronaldshay and Zetland Estates.

**Governance, Finance and Structure:**

* Work with the Finance Director, External Auditor, Board, Secretary and Head Greenkeeper to set an annual budget and undertake long-term financial planning.
* Liaise regularly with the Secretary and Finance Director to maintain a clear grasp of the Club’s financial position.
* Maintain careful oversight of any risk to reputation and/or financial standing of the Club.
* Regularly evaluate the governance structure of the Club to ensure it is effective and efficient, embracing support from external stakeholders where a change is required.
* Ensure the workforce structure is capable of carrying out objectives set out in strategic plans, overseeing change where appropriate.
* Make sure an effective succession plan is in place for the Board.

**Human Resources:**

* Oversee recruitment, learning and development, employee engagement, compensation and benefits and talent management.
* Work closely with the Secretary on all staff matters including pay, benefits and disciplinary procedures.

**Core Responsibilities:**

* Chair and develop the Board, building a high performing team of Board Members, drawing on each person’s skills and knowledge as they contribute to Club objectives.
* Plan and hold Board meetings in accordance with the criteria set out in the Club constitution.
* Facilitate AGM, EGM or other such meetings with all members having an opportunity to contribute before the majority vote is taken and declared.
* Monitor decisions taken at meetings and ensure they are implemented.
* Support Club Sub-Committees, Working Groups, etc, including directing them to relevant training and education.
* Manage all HR matters.

**Time Commitment:** As required, but a minimum of one Board meeting each month, weekly meetings with staff and attendance on site or externally as needed.

**Responsible to:** Board of Directors

**Term of Office:** Three years

Skills required: Business acumen through professional career experience including strategic, commercial, financial, communication, HR, HSE and associated Board level skills.