

Job Description' for Chester & District Badminton Chairperson

1. Attend and chair 3 league meetings a year. These are

- an Executive Committee Meeting which comprises of representatives from the clubs in the league (usually February)
- An AGM which is open to all members of the league but not all can vote (usually May)
- A fixture meeting (usually July)

2. Usually attend 2 informal meetings with the other League Officials prior to the Executive Committee meeting and the AGM. This is usually brief and just to prepare for the meetings. We have found that this is easier than emails back and forth. I imagine it could be done with Teams or Zoom however to date we have been happy to meet up.

3. If required, have a meeting to resolve a dispute. The Chair is automatically part of the disputes committee. The Chair is then responsible for notifying the parties of the outcome in writing (by email) so there is a written record. This does not happen often. I have only been involved in two.

4. Contact the other League Officials in January to organise a date for the Executive Committee Meeting. The other meetings are arranged at the previous meeting to give clubs a say and plenty of notice.

5. Collect in cups and arrange for them to be engraved with the new winners. This is something that could be done by the Presentation Evening organiser however because there hasn't always been a Presentation Evening or organiser it will need to be responsibility of the Chair to either do it or ensure it is being done.

6. Present the cups to the winners and do a little blurb to go with it e.g. how close the league was (or not!) etc

7. Respond to occasional emails that are not related to any of the above. It is so infrequent I can't actually remember an example!