



BOWMEN of BRUNTWOOD

CHAIRPERSON'S DUTIES AND RESPONSIBILITIES

To be the public face of the club as necessary.

To organise and chair all meetings.

Oversee the general day-to-day running of the club and being aware of everything that is going on within the club and anything external which involves or may affect the club.

Be aware of everything that other committee members are responsible for including dates and times as necessary.

Ensure the Presentation Evening is organised and supply prizes for the knockout winners.

Along with the secretary ensure there are good communications within the club so that as much as possible members are kept up-to-date and ensure that any ideas or comments from members are dealt with or forwarded to the appropriate person.