



# Hamsey Rangers Football Club

John Fisher Sports Club, Limpsfield Road, Wokingham, Surrey

Chairman: Martin Tomlin, Treasurer: Sarah Tomlin, Child Welfare Officer: Audrey Barrett  
Secretary: Lisa Courtney, 112 Orchard Road, Sanderstead, Surrey CR2 9LQ  
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## CHAIRMAN

### PERSON SPECIFICATION

**REPORTS TO:** HRFC Membership

**ROLE SUMMARY:** Strategic leadership and direction of HRFC, exercising executive authority and responsibility as delegated by the HRFC Membership and HRFC Management Committee.

1. The promotion of the image of HRFC externally to ensure that it is held in high esteem and the promotion of effective liaison with external agencies such as the FA and its derivative sub groups and various football leagues its teams competes in.
2. The strategic development of HRFC, ensuring it demonstrates appropriate values, culture and operates within its Constitution and Code of Conduct.
3. The determination of its other activities (as and when identified) associated with a high performing Charter Standard Football Club.
4. To oversee through the Treasurer the financial management of HRFC within the terms set by the HRFC Management Committee.
5. To oversee through the Discipline Committee the maintenance of club discipline and, within the rules and procedures provided, for the suspension or exclusion of members on disciplinary grounds as recommended by the Discipline Committee in accordance with appropriate policies.
6. The organization, direction and management of HRFC and the leadership of the committee members; motivating and maintaining effective communication with members at all levels.
7. Informal line management/support of the other committee members as appropriate; delegating responsibilities within HRFC in accordance with the Constitution and the policies of the club.
8. The production of the HRFC Strategic/Development Plan and the setting and achievement of targets through the Management Committee.
9. To oversee the preparation of annual estimates of income and expenditure (through the Treasurer) for consideration and approval by the Membership and for the management of the budget and resources within the estimates approved by the Management Committee.
10. To oversee the production and periodic review of appropriate policies to enable HRFC to achieve its objectives, including policies relating to Equality & Diversity and Health & Safety.

Reviewed: August 2010



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*Sport in the Community*