

## Company Chairman – Job Description



### **General:**

The Company Chairman is an Executive Director of Rothley Park Golf Club Limited and Rothley Park Golf Course Limited. Working with other members of the Board of Directors and the Club Manager you will facilitate and manage the necessary inputs into the Strategic Plans for the Club – both short and longer term - and ensure the operational objectives as detailed within those plans are achieved.

You will manage the Club Manager on a daily basis and meet regularly to ensure that all targets and objectives are met. You will be expected to organise and chair regular Board meetings throughout the year. Additionally, between Board Meetings, you will regularly meet each Director on an individual basis to support them in the work they undertake in managing their specific assignments and departments. This will also apply to the Club Manager.

You will also provide support and guidance to the Presidents of the Club in the execution of their duties.

As a member of the Board of Directors you should consistently strive to uphold the values of Rothley Park Golf Club.

### **Key Responsibilities:**

- Take full responsibility for ensuring all Board policies and decisions are implemented
- Manage the Club Manager
- Chair all General Meetings of the Company
- Organise and chair all Board Meetings on a regular basis
- Assist all other Directors to achieve their objectives
- Ensure that a good level of communication between the Board and the membership is maintained on a regular and frequent basis
- Ensure that any communication from any member is responded to in a prompt and timely manner
- Deal with any/all legal issues that may arise
- Take responsibility for any dispute around HR-related matters

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- Ensure that Board Meetings are recorded properly, and any/all agreed actions implemented
- Take full responsibility for the development and implementation of the Club's Business Plan

### **Experience:**

Candidates for this role must have been a member of Rothley Park Golf Club for at least six years, during which time they will, ideally, have had experience of working on the Board, sub committees or working groups. It is anticipated that you will be a good communicator and also have experienced working at Board level as well as managing a team of people.