

---

# Suffolk County Athletics Association Chair



## Role Description

- Chair meeting of the Executive committee and annual AGM, ensuring that all representatives are given opportunity to contribute to decisions made.
- Work closely with the SCAA Honorary Secretary to address and respond to enquiries / to bring to the attention of the SCAA Group; and to schedule meetings and formalise the agenda.
- Liaise with the SCAA Treasurer and Secretary to monitor affiliations and finances of the association.
- Oversee the running of the county association, including; ensuring that constitution is adhered to; overseeing decisions made by the executive committee and subgroups; conducting any voting needed such as at AGM or EGM; and raising EGM's as necessary.
- Ensure the county association, through committee consultation and agreement, seeks benefit from initiatives / schemes such as those through NGB, CSP, Schools and any opportunities to attract funding.
- Support County Association officers in their respective roles and ensure that responsibilities of these roles are successfully fulfilled.