



WCB JOB DESCRIPTION – CHAIRMAN

- Provide leadership to The Committee.
- Act as the communicator of Committee decisions where appropriate to members.
- Serve as liaison between Members and Committee.
- Act as principal communicator between WCB and EFC.
- Keep abreast generally of WCB Committee activity, duties and responsibilities.
- Recommend AGM date time and location
- Act as Chair at AGM and ensure that accurate minutes are recorded / communicated.
- Fulfil verbal communication on coach on match days.
- Fulfill the MOTM scheme, both on the coach and record season results for AGM.
- Personal introduction on coach to new members.
- Prepare a successor

Task	Detail	When
Provide Leadership to the Committee	Provide direction, effective communication, liaison, to the committee in order to ensure smooth running and a harmonious club.	As required
Provide authorisation for payments	Provide authorisation for payments to the treasurer.	As required
Conduct liaison with EFC	Act as the principle communicator with Everton Football Club on all day to day matters.	As required
Recommend AGM date and location	Provide instruction on AGM dates and location	Annually
Chair AGM	Organise and chair the AGM ensuring an agenda is produced and accurate minutes are taken	Annually
Fulfil Match day duties	Fulfil numerous match day duties including verbal communication, MOTM scheme, both on the coach and record season results for AGM, collection of voluntary contributions. Personal introduction on coach to new members.	On each Home match coach.
Prepare a successor	The preparing of a successor requires full briefings on the role, problem solving and mentoring.	As required