

North Lanarkshire Disability Sport

- **Committee Member**
- **Chair**

Committee Member– Job Description

North Lanarkshire Disability Sport is a new organisation created in partnership with North Lanarkshire Sport Development and Scottish Disability Sport. In its first stages, the organisation is seeking dedicated volunteers to begin the organisations journey in becoming a Member Branch of Scottish Disability Sport. NLDS is a voluntary organisation with a responsibility to promote interest and participation in sport for people with disabilities within North Lanarkshire. Scottish Disability Sport (SDS) are the governing body of sport for athletes and players with a physical, sensory or learning disability

SKILLS AND ATTRIBUTES REQUIRED:

- Approachable with friendly manner
- Ability to motivate performers and communicate effectively
- Good listener
- Well organised
- Good time management skills

MAIN DUTIES :

1. Contribute to the development of disability sport in North Lanarkshire
2. Support the strategic direction of North Lanarkshire Disability Sport accordingly to agreed priorities of the NLDS Development Plan.
3. Committee members receive information, advice and training in order to make informed decisions and carry out their duties effectively
4. Ensuring there is a broad balance of skills on the Committee
5. Support, guide and monitor in all aspects of the work of North Lanarkshire Disability Sport
6. Ensuring that the organisation demonstrates best practice in all its areas of work
7. Ensuring that North Lanarkshire Disability Sport operates within the limits set by its own Constitution

If you would like to apply or have an informal discussion about the role and opportunity, please contact Colette Martin on Colette.martin@scottishdisabilitysport.com or 07954407841. Please email Colette with your interest and highlight any relevant skills or experience.

Chair – Job Description

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SKILLS AND ATTRIBUTES REQUIRED:

- Good decision maker and prepared to make instant decisions when necessary
- Well organised
- Prepared to make a regular time commitment
- Enthusiastic
- Confident at keeping order during meetings

MAIN DUTIES:

1. Take responsibility for managing the Management Committee and the affairs of the branch.
2. Oversee and guide all decisions taken by the Management Committee and sub committees.
3. Chair Committee meetings efficiently and fairly.
4. Prepare and present the annual report.
5. Liaise with the Secretary on the Agenda for each meeting and approve the minutes before they are circulated.
6. Be completely familiar with the constitution and all other branch policies and procedures and with SDS rules and regulations.
7. If unable to attend any committee meeting brief the Vice Chair on the Agenda.

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