



## **CLOK Chairman's Job**

### Note from Peter Archer

As I intend standing down as CLOK Chairman at the AGM this year, it seems like a good idea to set down briefly what I see as the job. Hopefully this will help other people feel able to put themselves forward to take on this role.

**Peter Archer**

### **CLOK Chairman's Job Description**

#### **1. Monthly meetings and AGM**

- Help to set the meeting agenda.
- Chair the meeting.
- Review the minutes and check that Actions are carried out.

#### **2. Representing the Club**

- Represent the club in discussions with NEOA – e.g. about funding the region, looking at the role of the region in relation to the role of clubs.
- Attend meetings with local funding agencies and other partners (usually with Mike Hardy in a leading role as club Development Officer).
- Attend the annual British Orienteering Club Conference, or arrange for somebody else to attend on behalf of the club.

#### **3. Leading a Long Term Assessment of Where the Club is Going**

Examples are:-

- The review of computing equipment and use in 2011 which led to getting the Autodownload software for entries and acquiring new SI boxes.
- Reviewing of the most effective means of CLOK Publicity and Marketing in 2013.
- Reviewing how to make the best use of Coaches time in delivering training to the club in 2014.

#### **4. Ad Hoc**

- Helping to Troubleshoot when problems arise.
- Acting as a point of contact for members to praise, complain or comment on what is going on!