



## Job Description Chairperson

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Table Tennis Ireland (*the Association*) is the National Governing Body for Table Tennis on the island of Ireland. Table Tennis has demonstrated over the years that it is a sport suitable for all age groups, from juniors to veterans, and all abilities. The Association currently has 55 affiliated clubs and works with a further 97 schools. The Association's office is in Irish Sport HQ at the Sport Ireland National Campus. Growing our team, we are looking to bring a Chairperson on board to develop and support our future organisation. This is essentially a leadership role.

Chair of the Board, is voluntary appointment for a specified duration of 2 years. The Chair acts as team leader of the Board, and ensures role clarity and accountability of each member.

Key responsibilities include:

Oversee that the Board is effective in its task of setting and implementing the association's direction and strategy.

Liaise with the Company Secretary in preparing board meeting agendas and making sure all current issues are covered.

Liaise with the Finance Director to ensure that any financial documents are ready for Board Meetings.

Ensure that all relevant documents are circulated to participants in advance.

Provide leadership and ensure the effective operation of the governing body.

Manage board meetings to ensure they are efficient and effective

Ensure that decisions made at Board Meetings are implemented.

Act as a spokesperson for the Association.

Deal with complaints and mediate in case of disputes.

Speak to individual members regarding particular issues when necessary.

Delegate duties as appropriate.

Promote a culture of openness and transparency.

Promote good corporate governance throughout the organisation.

Performance manage Operations Manager and ensure evaluation of employees.



Essential competencies:

*Significant senior leadership experience.*

*Good communication skills*

*High levels of emotional intelligence and understanding*

*Prior board member experience and thorough governance knowledge.*

*Superior stakeholder management, financial and business acumen.*

*Knowledge of good governance and the Governance Code for Sport*

Desired competencies:

*Process improvement, reporting, presentation skills.*

*A love in sport; table tennis would be a plus.*

Personal Qualities:

*Ability to lead, build cohesion, and collaboration. Enjoys, is available and has resources to lead the board, drive progress and contribute to committees.*