



Role of the Chair

1. The Chairperson shall possess the necessary professional leadership, communication and corporate governance knowledge necessary to manage and chair the Board of IAWA.
2. The Chairperson shall chair meetings of the Board in accordance with the Constitution and shall carry out all duties in the best interests of IAWA and the company as a whole
3. The Chairperson shall dedicate sufficient time to working with the Board
4. The Chairperson shall lead the Board, instilling the values of IAWA and ensuring constructive relations between all bodies of the IAWA and stakeholders
5. The Chairperson shall work closely with the President.
6. In planning a meeting, the Chairperson will help (in co-operation with the President and/or Secretary) develop a timed agenda to structure discussions at the board meeting.
7. The Chairperson will use a meeting agenda, to help keep meetings in order and to keep the discussions on track. Ensuring that meetings progress effectively is a key function of the Chairperson.
8. In managing a meeting, the Chairperson should encourage each board member attending to contribute to the discussions. Asking people questions can be a helpful way to encourage quieter meeting participants to contribute directly. Asking questions is also a helpful way to clarify discussion points at meetings.
9. The Chairperson should help guide meeting discussions to a point where board members can reach decisions. In some instances, it may be appropriate to defer decisions to a future meeting.
10. The Chairperson should check and ensure that decisions are implemented, by the people whose task it is to carry out actions, arising from decisions taken by the board.
11. The Chairperson shall complete all necessary paperwork and attend meetings of the Board as they arise.
12. The Chairperson should ensure that the Irish Amateur Wrestling Association works within the regulations in force, including company



Irish Amateur Wrestling Association CLG.

Website - www.irishwrestling.ie

law, employment law, equal opportunities and promotes good practice in all activities.

13. The Chairperson should ensure the Board works closely with the sub-committees of the Board, ensuring clear lines of communication and reporting back to the Board.
14. The Chairperson should ensure key matters such as the organisations strategy, governance, financial management and risk assessment are regularly reviewed by the Board.
15. To carry out such other responsibilities as may be required from time to time, under the direction of the Board of Directors.

Accountability

The Chairperson will be accountable to the Board of Directors
Term of Position – Two Years

Location - The post is based Ireland and is voluntary

Some evening and weekend work, occasional overnight stays and travel throughout Ireland and abroad will be required for such post.

This job description is not exhaustive and is open to review at any time.