



# TANKERTON FOOTBALL CLUB

[www.tankertonfc.co.uk](http://www.tankertonfc.co.uk)

Registered Charity no. 1154570



## Job Responsibilities: Chief Executive Officer

**Responsible to:** The Board of Trustees.

**Responsible for:** The Executive Committee and the day to day running of the club.

### Role description:

The CEO has responsibility for the day to day running of the club. They must provide strong leadership, clear direction and bring objectivity to the role. The CEO chairs committee meetings, works collaboratively with the Trustee Body and is considered the figure head of the club. They must play a key role in the governance, development and decision making of the club. The CEO should be listed in the role of 'Chairperson' on key FA operational systems.

### Responsibilities:

- Provide strong leadership and clear direction for the club.
- Manage the Executive Committee and chair its meetings, ensuring good governance practices are applied and regular meetings take place in line with FA rules.
- Chair meetings in a manner that enables each committee member to present their views and feel supported whilst also being effective within their roles.
- Encourage committee business to be completed in a timely manner and ensure all action points and decisions are understood, captured and recorded.
- Work closely the Trustee Body, including attending Trustee meetings to provide Trustees with an update from the executive committee on day-to-day club matters and any other business Trustees should be made aware of.
- Ensure transparency and good communication exists within the Club.
- Produce and present an Annual Report for the club AGM, liaising closely with the Executive Committee and Trustee Body in its production.
- Understand the club constitution, rules, committee procedures and FA rules and regulations.
- Work with the Treasurer on the Annual Report and Accounts return to the Charity Commission and to ensure club funds are spent appropriately.
- Represent the club at local, regional and national level, liaising with community groups, local councils/councillors, Kent FA/The FA, and other organisations as necessary.
- Advocate the football club to the local community and within the wider footballing community.

Job Role	Version	Effective Date	Next Review	Author	Page
CEO	2.0	1.12.24	1.12.25	RM	1/2



# TANKERTON FOOTBALL CLUB

[www.tankertonfc.co.uk](http://www.tankertonfc.co.uk)

Registered Charity no. 1154570



## Policy Version Control. Summary of Changes:

Job Role	Version	Reason for Change	Effective Date	Next Review	Author
Chief Executive Officer	2.0	Role Update	1.12.24	1.12.25	RM

Job Role	Version	Effective Date	Next Review	Author	Page
CEO	2.0	1.12.24	1.12.25	RM	2/2