



Fan Advisory Board - Co-Chair

Purpose of the Role

The FAB Co-Chair plays a key leadership role in ensuring the effective operation of the Fan Advisory Board. Working in partnership with the club's nominated Board-level representative, the Co-Chair helps to set the agenda, facilitate balanced discussions, and ensure that meetings are productive, transparent, and focused on outcomes.

Key Responsibilities

- Co-chair all FAB meetings alongside the club's nominated representative
- Agree FAB meeting agendas in collaboration with the club
- Ensure that agenda items reflect supporter priorities and key strategic topics
- Promote balanced, inclusive, and respectful discussions
- Ensure sufficient time and focus is given to each agenda item
- Work with the club and other FAB members to ensure relevant information and documentation are shared in advance
- Oversee the accuracy and completeness of meeting notes and action logs
- Help ensure actions are tracked and followed up between meetings
- Act as a key point of liaison between FAB members and the club
- Act as key point of liaison with external parties such as the Football Supporters Association, EFL and Premier League where appropriate

Leadership Expectations

The Co-Chair will:

- Demonstrate impartiality and fairness in facilitating discussions
- Encourage all members to contribute and ensure all voices are heard
- Encourage all members to consult through the fan focus group structure in preparation for meetings
- Support a culture of constructive challenge and collaboration
- Uphold high standards of governance, transparency, and accountability

Person Specification

A FAB Co-Chair should:

- Have strong communication and facilitation skills
- Be confident in leading group discussions
- Demonstrate integrity, neutrality, and professionalism
- Have a strong understanding of supporter issues and stakeholder engagement
- Be organised and capable of managing agendas and meeting outputs effectively
- Be prepared to act as a spokesperson for the FAB where appropriate

Time Commitment

- Attendance at all FAB meetings
- Additional time to:
 - Prepare agendas with the club
 - Review materials in advance
 - Support follow-up actions and communications
 - Liaise with external parties where appropriate

Accountability

- Accountable to the FAB
- Works in partnership with the club to ensure the FAB operates effectively and delivers against its purpose