

# Roles and Responsibilities

## Vice Chair Person

- Role Title:** Vice Chair Person.
- Responsible To:** The Club Executive Committee.
- Skills Required:** Enthusiastic.  
Good listener.  
Diplomacy.  
Good communication skills.  
Well organised.  
Prepared to make a regular time commitment.  
Decisive.  
Confident at some public speaking and keeping order during meetings.

### Main Duties:

- To stand in for the Chairperson in his or her absence (see list below).
- Support the Chairperson by working closely with him/her and accepting any delegated tasks that are assigned from the list below.
- Take responsibility for managing the committee and the affairs of the club.
- Chair committee meetings so that everyone has a chance to present their views, that all business is complete and that all decisions are properly understood and recorded.
- Oversee and guide all decisions taken by the committee and sub committees.
- In liaison with the Volunteer Co-ordinator, oversee the work of all officers/members.
- In conjunction with the secretary, prepare and present the annual report.
- Liaise with the secretary on the Agenda for each meeting and approve the minutes before they are circulated.
- Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
- Help to prepare and submit any statutory documents that are required (e.g. VAT, grant aid reports).
- Represent the club at local, regional and national level.

### Signatures:

Chair Person: \_\_\_\_\_

Date: \_\_\_\_\_

Secretary: \_\_\_\_\_

Date: \_\_\_\_\_