



Role Description – Vice President

ROLE TITLE: Vice President

RESPONSIBLE TO: The Club Committee

SKILLS REQUIRED: Enthusiastic

Well organised

Prepared to make a regular time commitment

Prepared to make instant decisions when necessary

Confident at some public speaking and keeping order during meetings.

MAIN DUTIES:

1. To stand in for the President on in his or her absence [see list below]
2. Support the President by working closely with him/her and accepting any delegated tasks that are assigned from the list below.
3. Take responsibility for managing the Committee and the affairs of the club.
4. Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded
5. Oversee and guide all decisions taken by the Committee and sub committees.
6. In liaison with the Volunteer Co-ordinator, oversee the work of all officers/members.
7. In conjunction with the secretary, prepare and present the Annual Report
8. Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated.
9. Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.
10. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
11. Help to prepare and submit any statutory documents that are required (e.g VAT, Grant Aid Reports)
12. Represent the club at local, regional and national level..