

## Vice Chairman :

### Key roles & responsibilities :

- Provide support to the chairman and the committee regarding all aspects of the club management
- Deputise for the club Chairman for any tasks or actions as required
- Act as an ambassador for the club (both internally and externally)
- Bring to the attention of the chairman any issues affecting the smooth running of the club
- Oversee club communications
- Promote good ideas for club improvements and encourage input from members
- Ensure the club constitution is followed and is up to date at all times
- Manage the provision of club kit to members
- Work with the Club Coaching team to set club night running schedule and ensure that sessions are appropriate and suitable to the club membership base
- Oversee all formal aspects of the management of the club by providing to support to all committee members
- Attend committee meetings

### Skills and qualities required :

- Be well (self) organised and have good organisational skills
- Be approachable
- Ability to weigh up options and make decisions
- A good level of presentation skills (verbal and written)
- Be able to talk to/present to a crowd
- A good understanding of the structure of the club