

## **Role Description: Vice Chairperson**

### **Role Objectives**

The Vice Chairperson will support the Chairperson to lead the club. The Vice Chairperson will attend all committee meetings within the club, and support the Chair in the making of key decisions and leadership within the club, in consultation with other committee members. In the absence of the Chairperson, the Vice Chair will take on this role.

### **Duties and Responsibilities**

- To support the Chairperson and control meetings of the management committee
- To consult with the Chairperson on matters regarding the club, supporting in making decisions whenever the need arises
- To represent the club at external meetings when required
- To be involved, where appropriate, in the coordination of club activities
- To support the Chairperson to manage and oversee the work of officers and other club personnel
- To assist the Chairperson to determine the content and agenda for club meetings, in association with club Secretary

### **Skills and Qualities Required**

- Enthusiastic with a good knowledge of the club and its financial position
- A knowledge and understanding of aquatics
- Leadership and management skills
- Able to represent the club at external meetings
- Confident in public speaking
- Able to support the Chairperson to control meetings, follow meeting agendas, and ensure everyone has the opportunity to present their views
- Well-informed about agendas of meetings and the items to be covered
- Ability to support the Chairperson to ensure that all business at meetings is completed and that all decisions are understood and recorded
- A good communicator, who is approachable, clear and concise.

### **Role Details**

This is a voluntary role.

Time commitment required will vary from club to club, but will include attendance at club meetings, and could include attendance at meetings with the Local Authority, pool operators, ASA, County ASA, Regional ASA and County Sports Partnership staff. In addition, there will be other time commitments to fulfil the above criteria.