

Bicester Blue Fins

Job Description

Vice Chair

Skills Required

- Confident
- Communication skills
- Tactful and discrete

Responsibilities

- 1) Assist the Chairman as/when necessary i.e. Chairing of meetings in his/her absence.
- 2) Help in the organising of fund raising and social functions and be present as much as possible.
- 3) Represent Bicester Blue Fins by attending Oxon & North Bucks County Exec meetings as required.
- 4) Assist in the organisation of the Annual Club Championships including ensuring the return of all awarded trophies from previous Club Champs to enable them to be presented at next award ceremony. Maintain an extensive list of all award winners.
- 5) Maintain Bicester Blue Fins trophy cabinet in the Bicester & Ploughley Sports Centre.
- 6) Prepare and present a report at the Annual General Meeting of activities throughout the year.
- 7) To follow and promote the ASA Child Protection policy.

Signatures: Officer _____ Date: _____

Chairperson _____ Date: _____