

# Vice Chair

## Overview of the role

Supporting the Chair in the overall management and direction of the Club.

## What the role involves

Exact responsibilities will be agreed (and may be shared) but will likely include working closely with the Chair in:

- The day-to-day management and success of the Club
- Standing in for the Chair as the Club's ambassador and spokesperson
- Developing and agreeing a long-term plan for the Club and set direction
- Ensuring the Club runs efficiently, working with the Chair and treasurer to ensure the income is sufficient to meet running and development costs
- Standing in for the Chair at committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the venue
- Working with the Chair and secretary to agree management team meetings, agenda items and minutes (meeting notes)
- Delegating roles and responsibilities to volunteers and throughout the membership
- Motivating, supporting and thanking all volunteers
- Supporting the Chair in hosting the Annual General Meeting (AGM), updating all members on key club news, decisions and results working with the management committee
- Liaising with WeDoTennis and the club coach regarding coaching matters and the interface with the Club

## Skills and experiences needed for the role

- Genuine interest in being involved in the management and running of the Club
- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

## Commitments

- As a guidance, this role typically takes up around 1hour per week, which may be more at key times i.e. AGM
- Attend committee meetings and events