

Vice Chairperson Role Description

Overview of the Role

This is a volunteer role fulfilled by any adult member. Vice Chairpersons are elected at the Club's AGM as an "Officer" for a period of one year.

The Vice Chairperson provides a supporting role to the present Chairperson and deputises in their absence.

What the role involves

Responsibilities include:

- Attending and contributing to committee meetings
- Attending and supporting the running of the Annual General Meeting (AGM)
- Making decisions with the committee in the best interests of our members and club
- Providing support with the set-up and running of club events/activities
- In the event of absence by the Chairperson:
 - Taking overall responsibility until their return
 - Hosting committee meetings, keeping to the agenda and ensuring decisions are made in the best interests of the Club and providing a casting vote when required
- In the event of resignation by the incumbent Chairperson:
 - Assume all responsibilities of the Chairperson, until such time as a replacement is appointed

Training and support available

No specific training is required for the role. Support will be provided by the elected Officers and other Committee Members and regional LTA Advisors.

Skills and experiences needed for the role

- Confidence and leadership
- Excellent communication skills
- Ability to delegate and monitor
- Enthusiastic, friendly and approachable
- A good listener

Commitments

- Attend the various committee meetings, which are typically held from 7-9pm on Thursday evenings every other month, plus the AGM in May.
- Attend LTA & County events as required, plus site meetings if responsible person is not available.
- Other commitments include volunteering to help with tasks and at events on a case-by-case basis.

Further Information

- The role may require a DBS check in the long term absence of the Chair, as it is likely some Club tasks/activities will involve contact with children and/or adults at risk and/or access to confidential information. The Club will assist with any application process.