



Volunteer Role Description

Vice-Chair

Name of Volunteer:	
Responsible to:	Club Committee
Start Date:	
End Date:	

The Club Vice-Chair will be responsible for the duties of the Chair in his/her absence. In the absence of the Chair, the Vice-Chair is responsible for providing overall leadership and direction to the Club and leading the Club Committee in the delivery of Club business.

In the absence of the Chair, the main duties include:

- Support the efficient running of the Club.
- Chair routine Club Committee meetings.
- Chair Club Annual General Meeting.
- Support other Committee members in the understanding and delivery of their roles and responsibilities.
- Support the delivery of a Club Action Plan.
- Represent the Club at local and regional events where required.
- Ensure the Club's compliance with the Safeguarding Policy.
- Ensure the Club's compliance with all of its legal responsibilities.
- Provide an Annual Report for the Club.
- Encourage Players, their families and Club Volunteers to conduct themselves in a professional manner and always represent the Club values.
- Ensure Players, their families and Club Volunteers do not bring the sport or the Club into disrepute.