



VICE - CHAIRPERSON

Responsible to: Chair/ Parents forum

Skills

- Approachable
- Enthusiastic with a good knowledge of the sport and club
- Well organised and able to delegate
- Ability to control meetings
- Confident and effective communicator
- Enthusiastic and a good motivator
- An appropriate spokesperson for your club or organisation.

Role / Main Duties

- Assist the Chair in the smooth running of the club
- In the absence of the chair and control the meetings of the Forum
- To be involved, where appropriate, in the coordination of all club activities
- Keep up to date on BJA laws, regional rules and club constitution
- Ensure that statutory documents and other returns are filed on time
- Advise the treasurer on the use and investment of club funds
- Act as the ambassador for the club or organisation.
- Ensure that forum members are aware of their roles and responsibilities, assist where necessary
- May be called on to act as mediator.

Commitment

Dealing with issues as and when they arise plus club requirements i.e. events and Forum meetings

Name _____

Signed _____

Date _____