



## **JOB/ROLE DESCRIPTION: VICE CHAIRMAN**

### **Role**

To assist the Chair in being responsible for the implementation of good practice and child protection policies within the club.

### **Skills**

- Administration skills desirable
- Good verbal and written skills
- Well organised and efficient
- Sound knowledge of the club

### **Main Duties**

- Deputise for Chair in meetings with the committee and outside organisations in his absence
- Support Chair Person in any Club Requirements

### **Commitment**

Ongoing weekly responsibility including all club committee meetings

### **Current Post Holder:**

Ian Mortimer (at at 11<sup>th</sup> September 2011)