



Templates

VICE - CHAIRPERSON

NEW STAR PATCHWAY

Name of Chair person: Pauline Gibbs

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

Benefits to Self

Contribution to ensuring a safe and well-managed club

Further Development/Support

How to Communicate Effectively

A resource provided by Running Sport, available to download from their website

www.sportengland.org/runningsports

Visit www.sportengland.org/runningsports to access this valuable resource

Useful Websites

Sport England

www.sportengland.org.uk

NSPCC

www.nspcc.org.uk

Volunteering England

www.volunteering.org.uk

Millennium Volunteers

www.millenniumvolunteers.gov.uk

DO-IT

www.do-it.org.uk

CSV

www.csv.org.uk

Sports Coach UK

www.sportscoachuk.org