

BEDFORD AND COUNTY ATHLETICS CLUB

Role Description: Vice Chair

The vice chairperson works closely with the club chair supporting them to undertake the leadership and governance responsibilities of the club. The vice chairperson will look to step into the role of club chairperson when the chairperson is unavailable.

Responsibilities

- Supports the chair in the provision of direction and leadership to the club, dealing with issues as and when they arise.
- Assists the chairperson in the planning and delivery of club and committee meetings.
- Supports the chair in overseeing decisions made by the management, sub committees, officers and other club personnel.
- Ensures the correct and smooth running of all aspects of the club in accordance with its rules, constitution and UK Athletics and UK law.

Person specification

- Passion for sport with a good knowledge of sports clubs, athletics or leading an organisation.
- Demonstrates strong leadership and communication skills.
- Approachable, diplomatic and supportive.