[CLUB NAME]

Job Description – **Club Vice President**

**Job Title:** Club Vice President

**Reports to:** Club President

**Responsible for:** Club Committee in absence of Club President

**Tenue / Term:** \_\_ Years

**Skills required:**

* Well organised
* Enthusiastic
* Passionate about the club and its future
* Able to work well with people
* Innovative thinker & receptive to new ideas
* Prepared to make a regular time commitment
* Friendly & outgoing
* Diplomatic
* A good communicator; both speaking & listening
* Experienced with IT / computers / email
* Able to present and speak publicly

**Qualifications/Training/Experience:**

* Having sat on Club Committee for a minimum of \_\_ years
* Having served as Chair of a club Sub-Committee or in other organisation committees/boards for a minimum of \_\_ years

**Key responsibilities:**

**The Club Vice President is responsible for assisting the Club President in their Duties, in this capacity they shall fulfil the following duties:**

* Having a full understanding of the Club Constitution, to contribute to the formation of an active Committee and Sub-Committee structure
* Contribute to the club committee in reviewing club governance in-line with best practice advice.

**Contribute to Club Committees**

* Enforce Committee & Sub-Committee terms of reference
* Support Committee & Sub-Committee members including training in and development of their respective responsibilities
* Contribute to succession planning & recruitment for Committee & Sub-Committee roles
* Support delivery of training & support for club committee roles
* Support delivery of a range of recognition & celebration for club committee roles
* Foster team bonds and close working relationships

**Chair of Meetings (in Absense of Club President)**

* Enforce meeting rules & codes of conduct
* Prepare agendas alongside Club Secretary for meetings
* Attend and Chair all Committee meetings, AGM and EGMs
* Begin and close meetings on time
* Facilitate discussion, maintain focus on agenda, and ensure fully informed decision-making
* Tracking and discussion related to organisation’s objectives

**Strategy, Policy and Planning**

* Ensure compliance with, review and develop the Club’s Purpose, Direction, Mission, Strategies and Policies.
* Ensure compliance, review and development of the Club’s Business Plan
* Support stakeholder (member) feedback review and review club plan where appropriate

**Finance & Legislation**

* Work with Club President, Secretary and Committees to ensure the club is compliant with all legislation
* Work with Club President & Treasurer to ensure fiscal duties are carried out and club demonstrates sound financial principles.

**Representation & Communication**

* To act in an ambassadorial role, representing the club both in an internal capacity and externally of the club.
* Effectively communicate all club initiatives and values in a clear and professional manner, be it internally or externally.
* Keep up to date with industry developments and communications from Bowls Scotland

***TIME COMMITMENT FOR THIS ROLE: \_\_\_\_\_ approx. hours per month/week.***

***Requirements to attend meetings \_\_\_\_\_\_***

***Any duties within this role descriptor may be amended by the President after consultation with the Vice-President and Committee.***