



## **JOB DESCRIPTION**

JOB TITLE: Vice- Chairperson  
POST HOLDER: Jon Kemp  
RESPONSIBLE TO: W&DAC Committee/ Chairperson

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### Role:

To assist the Chairperson in ensuring the club is run efficiently, administratively, financially and socially to support the efforts of the club.

### Main Duties:

- Chairing the Committee meetings and AGM where the Chairperson is unable to attend.
- Assisting the Chairperson in developing and implementing the strategic direction of the club.
- Assisting the Chairperson in overseeing the Committee and providing adequate support to committee members.
- Attending monthly committee meetings, the AGM and any extraordinary general meetings when called.
- Providing support to committee members where needed.

Reviewed: 05.02.2015

Issued by: Stephanie Dennis

Approved by: Jon Kemp on behalf of the W&DAC Committee