

## Role Description – Vice-President



**fife athletic club**

[www.fifeac.org](http://www.fifeac.org)



### Vice-President

As Vice-President you will provide support to the President and develop the vision, leadership and skills to become the President of the club. You will run the committee and be responsible for the liaison and cooperation between club officers and sub-committees in the absence of the President. Your management skills are vital to ensure that the club will fulfil its potential.

#### Ideally, you'll need to be

- An experienced and effective manager
- communicative
- A competent administrator
- Well organised

#### What you will do:

- Substitute for the President when required
- Arrange and chair management committee meetings, emergency committee meetings and special/annual general meetings in the absence of the President
- Contribute to the development of Club Action plans
- Attend Committee of Management meetings

#### How much time will it take?

This role in most cases will take about 2 to 3 hours per week, mainly evenings.

#### What you'll get out of it:

- A sense of teamwork
- The opportunity to work with a wide range of motivated and energetic club colleagues
- An overview of the successful deployment of club policy and practice
- The opportunity to learn and develop personal skills of a highly transferable nature

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- JOB TITLE:** Vice-President
- RESPONSIBLE TO:** The Club Management Committee
- SKILLS REQUIRED:**
- management and administration competence
  - organisation
  - communication skills

### MAIN DUTIES:

- 1) Take responsibility for managing the executive committee and the affairs of the club in the absence of or at the request of the President
- 2) Attend executive committee and sub-committees as required
- 3) Chair executive committee meetings and sub-committees in the absence or at the request of the President

### SIGNATURES:

**Vice-President:**

Signed .....Date .....

**President:**

Signed .....Date .....