

Vice Chair Role Description

This document has been prepared to provide an indication of the roles and responsibilities of a Vice Chair at Winchester Running Club. The purpose of the Vice Chair role is to provide and shadowing opportunity for future Chairpersons of the Club.

What you can expect to do:

- Be in post for a minimum of one year with a view to take on the role in the following year.
- Support the Chairperson, act as a sounding board for the Chairperson, work closely with the Chairperson over matter of governance and helping the club thrive.
- Consult with the Chairperson on matters regarding the club, supporting in making decision whenever the need arrives.
- Participate in Club Committee meetings as an observer. This role would not include voting rights at such meetings.
- Represent the club at external meetings, when required.
- Be involved, where appropriate, in the coordination of the club activities.
- Share tasks with the Chair, where agreed.
- Deputise for the Chair and assist in times of absence