

The role of the Club Vice Chair

The role of the Vice Chairperson is to oversee the business of the meeting and to keep order among members in the absence of the Chair. They have occasional control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to support the Chair in all club matters.

Responsible to:	Chair	Responsible for: (as appropriate)
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Main Duties	Skills Required
<ul style="list-style-type: none"> • Chair committee meetings and Annual or Emergency General Meetings in the absence of the Chair. • Ensure appropriate documents, including minutes are available for committee members • Ensure that committee members are aware of their roles and responsibilities • Act as the ambassador and/or spokesperson for the organisation • May be called upon to act as mediator 	<ul style="list-style-type: none"> • Confident and Effective communicator • Great organisation skills • Ability to delegate duties • An understanding of the Forward Plan, governance and standing orders • Ability and knowledge to act as spokesperson for your organisation • Unbiased and impartial • Knowledgeable on equity issues

Qualities of a good Vice Chair

A good Vice Chair needs to be:

- Well informed of the Club activities, and the current financial position
- Able to represent the Club at Branch, Local, Regional, and National levels
- Able to chair committee meetings and manage the general meetings, so that everybody has a chance to present their view
- Conversant with the Policy's and Procedures of the club and their affiliated Governing Body's eg: Codes of conducts, Safeguarding, Health and Safety, Competition and Sporting rules.
- Well informed about the agenda of the meeting, and the items to be covered
- Able to ensure that the agenda of a meeting is followed, and that all business is completed and that all decisions and actions to be taken are properly understood and recorded
- Able to keep a debate focused, and avoid deviations
- Able to ensure the planning and budgeting for the future are carried out in accordance with the wishes of the members
- Unbiased and impartial, and if personally involved in a matter, then prepared to give up the chair during a particular discussion
- A good listener who is able to summarise the salient points of a discussion
- Conversant with the Constitution of the Club, and with the procedure for the conduct of meetings
- Diplomatic and helpful, and able to get the best out of the other members of the committee
- Able to maintain the harmony of the meeting, even when there is disagreement about the proposed course of action
- Other qualities that a Vice Chairman should possess are:
 - Clarity of mind
 - Firmness and fairness
 - Good sense of humour coupled with the ability to lighten the tone or mood of the meeting as required
 - Tact, diplomacy and discretion
 - Willingness to work hard (especially in the preparation of meetings)
 - Patience
 - Flexibility
 - Be approachable
 - Ability to maintain confidentiality