**THE CLUB VICE-CHAIRPERSON: Role and Responsibilities**

**NAME OF CLUB:** Thanet Roadrunners AC (“TRAC” or “the Club”)

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**RESPONSIBLE TO:** The TRAC Management Committee

**NAME OF VOLUNTEER:** XXX

**START DATE**: XX/XX/XX **END DATE:** XX/XX/XX

**Responsibilities:**

* To support and, on occasions, deputise, for the Club Chair in execution of the following responsibilities:-
* Provide leadership on all aspects of the Club from training to competition, fundraising and social activities as and when appropriate.
* Leading strategic planning and key decision-making requirements.
* Lead the formation of a team so that all the officer and committee positions are filled, taking into consideration skills, experience and diversity.
* Delegating, leading and motivating Club volunteers towards club goals/objectives.
* Uphold the Club constitution and terms of conditions of England Athletics affiliation.
* Ensuring an understanding of the legal responsibilities of the Club to which the Club complies.
* Lead in the enforcement of the Club’s Code of Conduct.
* Assist the Club to fulfil its responsibilities towards welfare and safeguarding.
* Taking responsibility for personal conflicts of interest and declaring, recording and managing these appropriately.
* Chairing regular committee meetings, general Club meetings and the Annual General Meetings (AGM).
* Being actively involved in creating and following a Club Development Plan as appropriate.
* Representing the Club at local and regional events.
* Arranging handover or succession planning for the position.

**Average Commitment: 4 hrs per month**