

# Terms of reference for Vice Chairman

- An executive committee role.



These Terms of Reference are linked to and draw from the 'Articles of Association and Club Rules' dated 04.02.2008 and serve to provide a further clarification of the Role of the Committee member in pursuance of their duties to the club.

	Reference	Terms
1.	Requirements of role	<ul style="list-style-type: none"> <li>a) Holds full club membership and be current.</li> <li>b) Ability to communicate and work effectively with members and the committee in a supportive and cohesive manner, drive the club forward with ideas in their area of responsibility.</li> <li>c) Ability to chair committee meetings and ideally have previous experience of holding such office.</li> <li>d) Ability to interpret legal and regulatory matters and advise the committee as required.</li> <li>e) Ability to identify commercial and non-commercial threats / opportunities in support of the clubs objectives and brand image.</li> <li>f) Ability to liaise with 3<sup>rd</sup> parties (e.g. clubs, companies, individuals) on behalf of the club in a professional manner.</li> <li>g) Ability to be available at committee meetings every 6-8 weeks and work within club governance for role.</li> </ul>
2.	Authority of role	<ul style="list-style-type: none"> <li>h) Chairs committee meetings and attends other meetings on behalf of the club, if the Chairman is unavailable.</li> <li>i) Enforces all governance requirements via Articles of Association and individual Terms of Reference for committee roles and all club members.</li> <li>j) Enforces financial processes working with the Chairman, Treasurer and Secretary. Signatory to Club bank accounts (with Club Treasurer and Secretary), if opted for.</li> <li>k) Has a vote on all committee decisions when put to the ballot, unless in a Chairing role.</li> </ul>
3.	Governance of role	<ul style="list-style-type: none"> <li>l) Ensures high personal and professional standards are set and maintained for self and at all levels of the Club.</li> <li>m) Chairs committee meetings in conformance of the Terms of Reference of the role in a fair and impartial manner, if the Chairman is unavailable.</li> <li>n) Supports the Chairman on day to day issues/matters by working closely with executive committee members, with other committee members as needed (based on their role).</li> <li>o) Carries out special projects as required delegated by committee.</li> <li>p) Ensures club remains financially solvent and financial processes are followed, working in conjunction with Chairman, Treasurer and Secretary.</li> <li>q) Ensures committee members' work to their Terms of Reference by supporting and coaching them to understand their role.</li> <li>r) Ensures prior approval from club Treasurer before any financial commitments are made.</li> <li>s) Any non-conformance to the Terms of Reference will be assessed by the remaining executive committee members for the proper functioning of the club and taken to the full committee with appropriate recommendation.</li> </ul>

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### Acceptance of Office

- All documents, photographs, and such material are the property of the club and maintained by the designated officer for the duration of their term. Documents must not be freely emailed or distributed to other club members and should be only visible to committee members in pursuance of their duties.
- As a committee member, the officer realises that all communication verbal, written, via forum in following their duties and interaction with other members as well as the public, is a representation of the club and a reflection of the committee. It is a privilege bestowed upon them. Therefore, extra care and consideration must be exercised without exception as to the tone and content of their communication.
- Communication should also be prompt in response to other committee member's requests by email, PM or phone. Unless the committee member has notified his absence to other committee members (e.g. due to holiday, sickness, personal matter) in advance, a response should be given within 2 days, even if it is to let the other member know that they will respond fully soon. Due to the responsibility of an executive committee member, he/she must respond within 1 day due to their day-to-day role.
- The officer accepts that the role will require a significant amount of their personal time in order to make the role work for the club. Therefore he/she must satisfy themselves before acceptance of the role that they are able to freely contribute to the club, for their particular office. In special circumstances and for short periods of time, the officer may transfer his/her duties to another officer by full agreement of the committee.
- If the committee feels that a committee member is unable to fulfil their Terms of Reference – hold their office as required and support the proper running of the club, such that it is having a detrimental effect, then the committee will bring this to the attention of the Chairman. This is not a disciplinary process, but an early low key intervention to support the member in their office. However, any significant breach of the Terms of Reference will require a disciplinary action brought against them by the committee.

#### Acceptance of Committee position

Name:

Date:

Signature: