



Trentham Canoe Club (TCC)

Vice Chairperson

Role Description

Responsible to: Club committee through the chairperson

Role purpose: To undertake the duties and responsibilities of the Chairman in the event he/she is unavailable.

Commitment: 2 - 4 hours per week plus committee meetings

Main Tasks

- To undertake duties as delegated by the Chairman.
- To undertake the duties and responsibilities of the Chairman in the event he/she is unavailable.

Skills required

- Knowledge of the club, centre or committee is essential
- Background in management is desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others

Review History

Date	Version	Activity	Lead
March 2018	V1		Tammy Holmes