

Hastings District Canoe Club

Role and Responsibility of the Club Vice-Chairperson

Role; Club Vice-Chairperson

Responsible to: Club Chairperson, management committee and club members

Role purpose: To assist chairperson and ensure an efficient and well-managed club

Commitment: 2-4 hrs a week

Main Tasks

- ❖ Assist chairperson
- ❖ Act as an ambassador to the club
- ❖ In the absence of chairperson to lead the committee in making decisions for the benefit of the whole club including disciplinary matters
- ❖ Help with general smooth running of club

Skills Required

- Organised, honest and trustworthy
- Knowledge of the the club essential
- Background in management desirable
- Strong leader who can be objective
- Confident and effective in communication
- Enthusiastic and able to motivate others.