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**Role outline:** Vice Chair

**NAME OF CLUB:** TAMESIDE NETBALL CLUB

**ROLE:** VICE CHAIRPERSON

**RESPONSIBLE TO:** CLUB COMMITTEE

**NAME OF VOLUNTEER:** JANE CHISNALL

**START DATE:** 1 SEPTEMBER 2021

**END DATE:** 31 AUGUST 2022

Main Duties in absence of chair:

* support the efficient running of the club;
* chair regular committee meetings and annual general meetings;
* help others understand their roles and responsibilities;
* communicate with various members within Tameside Junior Netball Club (TJNC);
* be actively involved in developing an action plan for TJNC;
* represent TJNC at local and regional events;
* assist the club to fulfill its responsibilities to safeguard children at club level; and
* ensure an understanding of the legal responsibilities of the club to which the club complies

In addition:

* attend to memberships as required; and
* ensure insurance is up to date and relevant.

Signed ……………………………………………………………………..

Date ………………………………………………………………………..