



TCA Committee Job Description

Role Title: Vice - Chairperson

Role Description: The Vice Chairperson needs to be diplomatic, a good listener, and stand in for the Chair if they are not available. To support the Chair in running the club via the committee, ensuring that club policies, values and good practice is the norm. A good knowledge of the club, its constitution and methods is essential.

Responsible to: The Chairperson, Committee and Club members

Key Tasks:

- Act as Chair in the event that the Chairperson is not available
- Chair meetings in the absence of Chairperson
- Attend and meetings
- Ensure that notes taken reflect accurately the meeting content
- Ensure Action points are carried out
- Manage meetings to ensure everyone is able to present their views
- Ensure that meetings start and end on time
- Keep the meeting focused and move it on if deviations occur
- Ensure minutes and agendas are circulated
- Be aware of agenda contents
- Represent the club where necessary
- Provide support and guidance for other officers
- Delegate and follow through decisions affecting the club

Liaison: Chair/ committee members/members/external organizations.

Special Consideration: If the work becomes too much or you foresee problems, raise this with the Chairperson/secretary/committee before it becomes a huge issue rather than soldier on.

Time Commitment: Approx 15 hours per annum.

Allowable Expenses:

These must be approved by Committee and supported by documentation ie receipt or invoice and presented to the Treasurer.

Time Period of Post:

One Year – from AGM to AGM