

# Bonnyrigg Rose Community Football Club



## JOB DESCRIPTION VICE-CHAIR PERSON

**Job Title:** Vice-Chair Person

**Responsible to:** Club Committee

### Skills and Attributes Required:

- Enthusiasm
- Good listener
- Diplomacy
- Good communication skills
- Well organised
- Prepared to make a regular time commitment
- Decisive
- Confident at some public speaking and keeping order during meetings.

### Main Duties:

1. To stand in for the Chairperson in his or her absence [see list below]
2. Support the Chairperson by working closely with him/her and accepting any delegated tasks that are assigned from the list below.
3. Take responsibility for managing the Committee and the affairs of the club.
4. Chair committee meetings so that everyone has a chance to present their views, that all business is completed and that all decisions are properly understood and recorded
5. Oversee and guide all decisions taken by the Committee and sub committees.
6. In liaison with the Volunteer Co-ordinator, oversee the work of all officers/members.
7. In conjunction with the secretary, prepare and present the Annual Report
8. Liaise with the Secretary on the agenda for each meeting and approve the minutes before they are circulated.



Bonnyrigg Rose Community Football Club, Poltonhall Sports Complex, 7a Poltonhall Avenue Road,  
Bonnyrigg, EH19 2NU, Registered Charity SC050923

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- 9. Be completely familiar with the constitution, club rules, committee procedures and the National Governing Body rules and regulations.
  
- 10. Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the club.
  
- 11. Help to prepare and submit any statutory documents that are required (e.g VAT, Grant Aid Reports)
  
- 12. Represent the club at local, regional and national level..

Time Commitment: \_\_\_\_\_

**SIGNATURES**

Vice Chair person .....  
Date .....

Chairperson .....  
Date .....