



Committee Role Description

Job Title:	Vice Chairman		
Scope:	To assist and where necessary, deputise for the Chairman in the day to day running of the club.		
Reports to:	Romsey Wasps Committee		
ACTUAL DUTIES INVOLVED			
<ol style="list-style-type: none"> 1. Encouraging and supporting coaches to develop links between players, parents and club. 2. Assisting the Chairman in providing direction for the club by effective leadership and management, 3. To assist in managing other club officers to ensure the delivery of their responsibilities, 4. Ensuring that club structure and responsibilities are transparent and available to the membership, 5. Chairing and managing committee and other club meetings in the absence of the Chairman 6. To ensure that equal opportunities exist through the committee and its actions 7. Ensure that all Volunteers are working within their job descriptions and within the appropriate policies, guidelines, laws and rules of the RFU, Wasps and Main Club. 8. Working with other members of the Wasps Committee to ensure that the Romsey Wasps is run effectively and efficiently. 9. Encourage all Volunteers to develop their knowledge and skills by attending appropriate training courses. 10. Representing Romsey Wasps on the Management Committee of the Main Club when required 11. Promote Romsey Rugby Club, and in particular Romsey Wasps encouraging new players, coaches and helpers to join the club. <p>The Vice-Chairman should have a full understanding of and adhere to:</p> <ul style="list-style-type: none"> • The RFU's Child Protection Policy • The Club's Child Protection Policy • The Club's Child Protection Policy Procedures • The Club's Coaches Code of Conduct 			
LIAISON WITH			
Committee & Club members Senior Section			
MEETINGS TO ATTEND			
<ul style="list-style-type: none"> • Executive committee meetings • Sub committees by request • Club annual general meeting if appropriate • County annual general meeting • RFU forums and meetings if appropriate 			
CHANGE CONTROL			
Version	Date	Author	Changes Made
1	Sept 2010	Derek Marshall	Initial Release