

VERULAM AMATEUR SWIMMING CLUB
(Affiliated to ASA East Region)
www.verulam-asc.org.uk

VICE-CHAIR

ACCOUNTABLE TO: The Clubs Chair

SKILLS REQUIRED:

- Strong leadership skills
- Excellent negotiation skills
- Proven organisational skills
- Good problem-solving skills

EXPERIENCE NEEDED:

- Skills in leading initiatives to improve development processes of your sport
- Effective communication skill-verbal and written

PURPOSE OF JOB:

To ensure the smooth and efficient running of the Club by effective supervision and to contribute to the development and standard of your sport therein.

MAIN DUTIES:

1. Act as the chair's designate in the chair's absence
2. Undertake special projects as assigned by the chair
3. Undertake all the roles and responsibilities of a committee member
4. To follow and promote the ASA Child Protection Policy.

Time Commitment: Occasional daily involvement, as instructed by the Chair

Signatures: Vice-Chair _____ Date _____

Chairperson _____ Date _____



