



Club Role Definition

CLUB ROLE TITLE	: Vice Chairperson
ROLE TYPE	: Volunteer
ANTICIPATED COMMITMENT	: As required, 1 Executive meeting/month + AGM Estimate 1 to 2 days Full Time Equivalent per month
ROLE LOCATION	: Not specific

Role Overview

As the Club Vice Chair you will also formally be registered as a Director at Companies House for Stratford Upon Avon Athletics Club Ltd. You may also be registered with umbrella organisations such as UKA and British Triathlon. You are also the first in line to support and stand in for the Chairperson as and when the need arises.

Role Benefits

You will have strategic input to the direction of the Club and oversight of all executive meetings.

Competencies/Experience Required for the Role

Experience of the following are useful (but not essential):

- Operating at a Director level in a limited company
- A breadth of understanding of the SuAAC Club offering
- Excellent communicator
- Ability to delegate
- Well organised
- Passionate about developing the Club and Sport
- Chairing meetings

Role Detailed Description

Role of Chairperson

The Chairperson role does not have to include active involvement in the daily activities of the Club, although this is not discouraged. The role exists to ensure a 'helicopter view' can be taken when looking at the strategic direction of the Club as a whole (and hence it involves considering all aspects of the Club offerings across the various sections of the club, Running, Track and Field and Multisports).

Key Functions of the Role

- Attend and chair the regular meetings of the Executive and AGM/EGM.
- Drive Executive meetings to the approved agenda to ensure development of the Club



- Act as figurehead for the Club.

Director Responsibilities

As a Director of the Club you will have the following responsibilities:

- Following the club's constitution and its articles of association.
- Setting the club's strategic direction and making decisions to enhance the experience of club members.
- Governance to maintain and strengthen SuAAC's performance across all aspects of the club's activities and adherence to SuAAC policies and procedure including the Safeguarding and well-being of all members
- Developing and monitoring plans of action designed to achieve SuAAC's short/medium/long term goals/objectives and policies
- Financial planning and management of SuAAC finances
- How the club should be run to achieve the desired goals/objectives.
- Recruitment to support the club's activities in designated sub groups.
- Representing the club to external parties

For clarity the role is not to personally deliver all of these, but to work with the Directors to see these responsibilities are delivered by the Executive.

Objectives

The Club is committed to:

- Providing a good, welcoming and fun social environment for all members.
- Ensuring every member's contribution, irrespective of ability, will be valued.
- Providing every member with the opportunity to participate in all forms of Athletics & Triathlon activity to enable them to reach their potential.
- Giving basic coaching for all irrespective of background, gender or ability in all the Athletics & Triathlon disciplines where equipment, environment and safety allow.
- Providing the opportunity for more gifted athletes to be coached and to compete all the way to international level.
- Encourage all members to attain a general level of fitness.
- Meeting established standards of achievement and to help achieve success for the individual athlete by monitoring Personal Best performances in training and in competitions.