

Role Description

Deputy Chair

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ROLE INFORMATION	
Purpose	The role of the Deputy Chair is to support the Committee Chair in providing primary leadership and responsibility for the club and the committee. In the absence of the Chair, the Deputy Chair will fulfill the Chair's roles.
Responsibilities	Primary responsibilities for the role of Deputy Chair include: • To be well informed of all club activities. • Have a good working knowledge of the club constitution, rules, by-laws, policies and procedures as well as the roles and responsibilities of all committee members. • Strong understanding of the legal and compliance obligations of running the club and ensuring that these are adhered to. • To be willing to step into the role of Committee Chair as required. • Work with the Chair and the Committee to ensure the club has clearly defined goals and objectives and documented strategies and implementation plans on how they will be achieved over the following year/season. • Regularly liaise with the Chair to ensure the club is meeting its overall goals. • Work with the committee to ensure progress against strategic priorities by regularly reviewing club activities and operational plans. • Serve as a spokesperson for the Club when required.
People Management	Yes – accountable for all committee members and office holders when assuming responsibilities of the Committee Chair in absentia.
Budget Management	Yes
• This position requires a clearance/s to work with children which is an essential component of this role and therefore to continuing employment. • The ordinary working hours for the club can include duty on weekends and evenings. • The successful candidate for this role will be subject to a National Police Criminal History Check prior to appointment.	



EXPERIENCE AND CAPABILITIES	
Qualifications and Experience	• Previous experience in a leadership role in a not-for-profit, volunteer-based organisation is preferable. • Knowledge of the laws and legislation relating to non-profit organisations.
Knowledge and Skills	• Strong understanding and working knowledge of the club constitution, rules, by-laws, policies and procedures. • Strong communication and interpersonal skills, with particular emphasis on public speaking. • Strong management skills and ability to delegate and work collaboratively with committee members. • Ability to chair committee and general meetings. • Well-developed decision-making skills. • Experience with planning and operations. • Dedicated club person and good role model when representing the committee.

