

Hillingdon Triathletes Club Vice Chair Job Description

Volunteer Job Title	Club Vice Chair
Type of Volunteering	To act as the Vice Chairman for your club
Main Purpose of Volunteering	To support the Chairman in the running of the club and to chair meetings if the Chairman cannot attend.
Responsible to	The Chairman of the club
Competencies / Experience required	Be organised, diplomatic and have good communication skills.
Commitment required	Attendance at approximately 8-12 x 2 hour meetings a year and providing support to your club at any events they organise.
Benefits to self	Working closely with your regional chair and other members of the committee to ensure your club runs effectively and smoothly.
Benefits to community	A well run, organised club that has the capability to support its members.
Support received from:	The club chairman, and other committee members where necessary.
Is this Volunteer Opportunity open to disabled persons?	Yes.