

Vice Chairman – Role Description

Role: To assist Chairman to ensure an efficient and well run club.

Useful skills and experience:

- Knowledge of cricket clubs
- A background in leadership and management would be desirable
- Good problem solving skills and the ability to deal efficiently with problems and issues that may arise
- Needs to be approachable and contactable
- Excellent communicator
- Reliable and committed
- Experience of using maintenance equipment
- Friendly
- Approachable
- Leader
- Enthusiastic
- Open to new ideas
- Supportive to other volunteers

Tasks

- Assist the Chairman with leading the club to meet their vision
- Attend PGCC Management Committee Meetings
- Chair meetings of the Cricket club and to co-ordinate all club activities in the absence of the Chairman
- Assist the Chairman to motivate others in a co-ordinated and progressive way
- Deputise in the Chairman's absence to represent the club on formal occasions and to external bodies i.e. County Board, ECB etc
- Manage ad hoc projects at the request of the Chairman

The above list of tasks is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope the role.