

CREWE AND NANTWICH RAMBLING CLUB

POST DESCRIPTION FOR VICE CHAIR

The Vice Chair deputises for the Chair whenever the latter is unable to fulfil his or her duties.

In the event of the Chair's resignation, the Vice Chair will act as a Temporary Chair until the latter position is replaced at a General Meeting of the membership.

In the Chair's absence, the Vice Chair will carry out the duties as outlined of the Chair.

These duties are detailed.

Ensure the Crewe and Nantwich Rambling Club Committee functions properly.

To plan and run meetings in accordance with the Club agreed procedures.

To ensure matters are dealt with in an orderly, efficient manner.

To bring impartiality and objectivity to meetings and decision-making.

To facilitate change and address conflict within the Club Committee if required.

To plan for new Committee Members and recruitment of Committee Members when required.

Ensure the Crewe And Nantwich Rambling Club is managed effectively.

To liaise with the Committee as appropriate to keep an overview of the club affairs.

To co-ordinate the Committee to ensure responsibilities for particular aspects of the Club (e.g. walk planning, financial control etc.) are met and specialist expertise is employed as required (Auditor).

To address any conflict within the Club as required, liaising fully with the Committee.

Provide support to the Crewe And Nantwich Rambling Club.

To directly assist the Committee Members of the Club with them carrying out their particular jobs as required.

To listen to any complaint that any Club Members may have and resolve any complaints as appropriate, liaising fully with the Committee.

Represent the Crewe And Nantwich Rambling Club.

To communicate effectively the aims and purposes of the Club.

To represent the Club at any external meetings and events as required.

To be aware of current issues that might affect the Club.