



Role Description: Club Vice Chair

Role purpose

The Club Vice Chair supports the Chair in providing leadership and direction to Hinckley Running Club and assists with the effective management and continued development of the club.

They work closely with the Chair, committee members and volunteers to help deliver the club's objectives and maintain a positive, inclusive and well-organised club environment.

The Vice Chair deputises for the Chair when they are unavailable. This includes chairing meetings and representing the club when required. The Vice Chair may also lead agreed projects or areas of work on behalf of the committee.

The role is intended to complement and support the Chair rather than duplicate all of their responsibilities.

Skills required

- Confident, approachable and an effective communicator.
- Strong leadership skills, with the ability to support and motivate others.
- Organised and able to manage agreed responsibilities and projects.
- Able to chair meetings and guide constructive discussion.
- Able to listen to different perspectives and represent members' views fairly.
- Fair, impartial and able to make informed decisions in the best interests of the club.
- Able to manage difficult conversations and disagreements appropriately.
- Confident delegating responsibilities and following up agreed actions.
- Able to work collaboratively with the Chair, committee members and volunteers.
- Willing to provide constructive support and challenge when appropriate.
- Able to step into the Chair's role confidently when required.
- Committed to equality, diversity, inclusion, welfare and safeguarding.
- Able to understand and uphold the club constitution, policies and England Athletics requirements.
- Able to handle sensitive and confidential information appropriately.

Key responsibilities

- Support the Chair in providing leadership and direction to the club.
- Work with the Chair and committee to achieve the club's short- and long-term objectives.
- Deputise for the Chair when they are unavailable or unable to fulfil their duties.

- Chair committee meetings, general meetings or the Annual General Meeting when required.
- Support the Chair in preparing for meetings and ensuring discussions remain constructive and focused.
- Assist with ensuring decisions and agreed actions are delegated and progressed.
- Lead agreed projects, working groups or areas of club development on behalf of the committee.
- Support the creation, implementation and review of the Club Development Plan.
- Provide constructive advice, feedback and support to the Chair.
- Act as a sounding board for the Chair while maintaining independent judgement.
- Help build a collaborative committee environment in which all officers and representatives can contribute effectively.
- Support, encourage and motivate committee members and club volunteers.
- Help identify gaps in committee roles, volunteer support or club provision.
- Assist with recruiting and supporting volunteers for club activities, events and projects.
- Promote effective communication and cooperation between committee members and across different areas of the club.
- Help resolve operational issues or disagreements before they adversely affect the club.
- Support the fair and consistent application of the club's constitution, policies and Code of Conduct.
- Assist the Chair and committee in ensuring the club meets its governance, legal and England Athletics responsibilities.
- Support the club in fulfilling its welfare and safeguarding responsibilities, working with the Club Welfare Officers where appropriate.
- Ensure complaints, concerns and sensitive matters are referred to the appropriate club officer and handled in line with club procedures.
- Take the lead on a matter when the Chair has a conflict of interest or is otherwise unable to act, where appropriate and permitted by club procedures.
- Declare and appropriately manage any personal conflicts of interest.
- Act as an ambassador for Hinckley Running Club and represent the club at meetings, events or external organisations when requested.
- Promote a positive, welcoming and inclusive club culture.
- Attend committee meetings and contribute fully to discussions and decision-making.
- Keep informed about significant developments across all areas of the club.
- Maintain appropriate confidentiality regarding committee and member matters.
- Support continuity and succession planning for both the Vice Chair and Chair roles.
- Maintain clear records and guidance relating to any projects or responsibilities led by the Vice Chair.
- Provide an effective handover to the incoming Vice Chair.