**ABERDEEN TAEXALI RUGBY CLUB COMMITTEE**

**Vice Chair and Player Welfare**

# **Position:**

Vice Chair and Player Welfare

# **Profile:**

The vice chair has a strategic role to play in supporting the chairperson in representing the vision and purpose of the organisation. The vice chair supports the chairperson in ensuring that the management committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out. As a welfare officer they are responsible for upholding the code of conduct and ensuring that this is upheld by all members. They will also be there to advise members of the team if there are any disputes or grievances.

# **Duties / Responsibilities:**

* Upholding the code of conduct
* Responsible to work the secretary to facilitate disciplinary procedures.
* To work with coach and vice coach to resolve any disputes or grievances.
* To take the place of the chair in any committee meeting where they are not available.
* To support the chairperson in carrying out their duties.

# Qualities & Skills

* Good leadership skills.
* Good communication and interpersonal skills.
* Impartiality, fairness and the ability to respect confidences.
* Ability to ensure decisions are taken and followed-up.
* Good time-keeping.
* Tact and diplomacy.
* Understanding of the roles/responsibilities of a management committee.
* Experience of organisational and people management.
* Approachable and caring.