



Bletchley & District Swim Club

Affiliated to the ASA South East Region and the Oxon & North Bucks ASA

JOB DESCRIPTION: VICE-CHAIRPERSON

RESPONSIBLE TO:

The members of the club for insuring, the correct running of the club in accordance with the club constitution and the rules of the ASA.

MAIN DUTIES:

1. Chairing Executive Committee Meetings, the AGM, any Special General Meetings (SGM) and Disciplinary Sub-Committee meetings, when the Chairperson is unable to attend.
2. Ensure that the above meetings are run in accordance with the club constitution and within the bounds of ASA Law.
3. Ensure that the aims and objectives of the club are fulfilled.
4. In the event of an equal number of votes being cast on any matter at any meeting, the Vice-Chairperson shall have an additional and casting vote.
5. The Vice-Chairperson is a full member of all sub-committees/Working Parties and therefore is entitled to attend any of these meetings.
6. Be available to answer any club members' queries/questions, if immediate answers are not available then seek advice from fellow committee members/ASA and give answer as soon as possible.
7. Authorised along with one other signatory to sign club cheques.
8. To follow and promote the ASA Child Protection policy and attend all mandatory courses as required by the ASA/Child protection.

Print Name: _____ Time Commitment: _____

Signatures: _____ Date: _____

Chairperson _____ Date: _____