



Volunteer Role Description: ASRC Vice Chair

(Voting Role and Deputy to the Vice Chair)

The **Vice Chair** supports the Chair in leading ASRC, ensuring continuity, stability, and smooth club operations. They help guide committee work, step in when the Chair is unavailable, and contribute to the club's long-term direction and day-to-day governance.

Responsibilities relating to Committee meetings:

- Attend Monthly meetings.
- Support the Chair in leading and facilitating Committee Meetings, stepping in when the Chair is unavailable.
- Assist the Chair in preparing and reviewing material for Agenda items, including regular standing items and new matters raised by committee members.
- Provide guidance and oversight during discussions to help ensure meetings run efficiently and remain focused.
- Help ensure decisions are clearly understood and actions are allocated appropriately.
- Assist with relevant actions arising from meetings and liaise with relevant committee members to ensure timely completion.
- Represent the Chair's position when required and act as a point of continuity for committee governance.

General responsibilities

- Support the Chair in the overall leadership and strategic direction of the club.
- Act as a senior point of contact for committee members, coaches, volunteers, and parents.
- Provide guidance and support to committee members in fulfilling their roles, helping resolve issues or queries where needed.
- Assist with oversight of club policies, ensuring they remain up to date and aligned with Snowsport England requirements.
- Step in to help manage complaints or concerns if needed in line with the Disciplinary Policy, working alongside the Chair, Secretary, Treasurer and CWO.
- Represent the club at external meetings or events when the Chair is unavailable.
- Support operational planning for club activities..
- Contribute to long-term club development, including membership growth, volunteer engagement, and athlete experience.
- Liaise with other committee members on matters affecting club governance, safety, and smooth running of operations.
- Step into the Chair role temporarily if required, ensuring continuity of leadership and decision-making.
- Manage the Junior Coaches and Racer representatives in selecting Skier of the Month and keep it on track.