



# Kent Netball Management Committee Role Profile

## VICE-CHAIRPERSON

### Introduction:

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, as an Honorary Officer, the Vice-Chairperson will have sound knowledge of a management committee.

The role Kent Netball Vice-Chairperson is held by the elected official for two years.

This role profile should be read in conjunction with the Kent Netball Management Committee - Roles, Skills and Personal Qualities document which outlines the requirements of all KNMC officers.

### The Vice-Chairperson's role is to:

- report to the Chairperson;
- take the Chair at KNMC meetings when the Chairperson is unable to attend. Deputise for and shadow the Chairperson in their role;
- provide a trustworthy sounding board, informal feedback, honest advice and a fresh perspective to the Chairperson;
- assist in ensuring that members are kept informed regarding the KNMC's activities and work programme;
- assist in identifying and facilitating the development and training needs of the KNMC collectively and its individual members;
- prepare a report of the year's activities for the AGM;
- attend meetings of the Finance and Honorary Officers' Subcommittees; and
- champion the Hazel Rider Award.s

### Skills/Personal Qualities of the Vice-Chairperson:

Honorary Officers are required to have good communication, interpersonal and leadership skills. This role will suit someone with initiative and drive who is able to work in partnership with others, is good at teambuilding and has the ability to delegate. This person will have sound knowledge of netball governance along with understanding of the roles/responsibilities of the KNMC.

An aspiring Honorary Officer will need to be willing to chair meetings and ensure that decisions are taken and followed-up. They will need to be a strong networker with knowledge of KN's key networks and be prepared to speak clearly and succinctly as the public face of KN.

The Vice-Chairperson will ideally be a willing deputy with tact and diplomacy skills.