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| Chelmsford & District Junior Netball League | **League Vice Chair** |

**Role Description: Updated April 2024**

**A League Vice Chair will…**

* Be a full voting member of the Chelmsford Junior Netball League
* Attend meetings
* Deal with queries and correspondence directed to them
* Deal with matters arising from meetings promptly
* Attend other functions/events as required
* Prepare a report for the AGM
* Attend the AGM

**Key roles of the League Vice Chair**

* Take the chair at Committee Meetings when the Chairman is unable to attend and at times when the Chairman wishes to speak and take part in discussion.
* Support the Chairman and undertake whatever part of the Chairman's work is assigned to her/him.
* Chair relevant subcommittee meetings as and when necessary

**The qualities of a League Vice Chair**

* Strong communication & interpersonal skills
* Team leadership & delegation skills
* Approachable and influencing skills
* Excellent planning and organisational skills
* Confident user of technology
* Flexibility & willingness to take on responsibility