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**HERTFORDSHIRE COUNTY NETBALL ASSOCIATION**

**VICE CHAIR**

**ROLE SPECIFICATION**

**PURPOSE**

To support the Chair of the County in their role to provide leadership and direction to the County Committee, enabling them to fulfil their responsibilities for the overall governance and strategic direction of Hertfordshire County Netball Association.

**MAIN DUTIES**

* Take the Chair at county meetings when the Chair is unable to attend
* Support the Chair and undertake whatever part of the Chair’s work is assigned to them
* In the event of illness or any other reason which prevents the Chair from fulfilling their role, assume the position of acting Chair until such time the Chair is able to resume their role or the next AGM when a Chair is elected
* Have the power to attend any meetings of the Technical Support Groups in the absence of the Chair
* Deputise for the Chair at any other meetings outside of the Association if they are unable to attend and report to the Chair any relevant information.

**ACCOUNTABILITY**

Accountable to the HCNA Chair & the County Committee

**TIME INVOLVED**

4 x HCNA County Committee meetings a year

1 x Hertfordshire Awards Evening/AGM

Approximately 4 hours per week on average(with peaks and troughs)

**SKILLS REQUIRED**

* Good leadership skills, e.g. strategic vision, motivating and inspiring others, thinking creatively, tact and diplomacy, impartiality, fairness and the ability to respect confidences
* Good communication and interpersonal skills
* Good governance skills, eg risk and compliance, good/independent judgement, external and internal relationship management
* Ability to be self motivated, self manage with an organised approach

**EXPERIENCE NEEDED**

* Leading in a volunteering environment
* Leading a team of volunteers

**QUALIFICATIONS REQUIRED**

* No formal qualifications are required

**PAY STATUS**

* Voluntary role
* Receipted expenses are paid

**PERSONAL DEVELOPMENT OPPORTUNITIES**

Workforce development opportunities (as available)