



## LIVINGSTON HEARTS COMMUNITY FOOTBALL CLUB JOB DESCRIPTION

**JOB TITLE:** Vice Chairperson.

**RESPONSIBLE TO:** Livingston Hearts Executive Committee.

**SKILLS REQUIRED:**

- . Enthusiastic.
- . Well organised.
- . Prepared to make a regular time commitment.
- . Prepared to make instant decisions when necessary.
- . Confident at some public speaking and keeping order during meetings.

### MAIN DUTIES:

**In the absence of the Chairperson the Vice-Chairperson will be required to**

- Take responsibility for managing the Executive Committee and the affairs of the Club.
- Oversee and guide all decisions taken by the Executive Committee and sub committees.
- Liaise with the Secretary on the agenda and approve the minutes before they are circulated.
- Be completely familiar with the constitution, Club rules, Committee procedures and National Governing Body rules and regulations.
- Liaise with the Treasurer to ensure that funds are spent properly and in the best interests of the Club.
- Help to prepare and submit any statutory documents that are required.

**TIME COMMITMENT:** As required

**Signatures:**

**Vice Chairperson:** .....

**Date:** .....

**Secretary:** .....

**Date:** .....