



# HEREFORDSHIRE SHORT MAT BOWLING ASSOCIATION

AFFILIATED TO: ESMBA & HEREFORDSHIRE SPORTS COUNCIL

## Vice Chairperson Role Description

### All Management Committee Members are expected to:

- Attend and report to HSMBA Management Committee and General meetings
- Follow the HSMBA Management Committee Confidentiality Policy
- Act in the best interests of the HSMBA and not as a club representative
- Respect and uphold the HSMBA constitution
- Support other committee members in the execution of their roles and the committee as a whole in the performance of any duties for which no current committee member has specific responsibility

### Attributes Required for the Role

- Committee experience, preferably within short mat bowls at club and/or county level
- Ability to engage with and address groups / audiences in a variety of settings
- Ability to manage committee meetings such that business is conducted efficiently, all opinions are heard and considered, and consensual decisions are arrived at by the committee

### Specific Responsibilities

- Taking the role of Chair for Management Committee and General meetings of the Association in the absence or incapacity of the Chairperson
- Assisting the Chairperson in the execution of their duties and acting as the Chairperson's deputy in the execution of those duties where appropriate
- Engaging with members, clubs and other organisations and interested parties in the promotion and development of short mat bowls in the county
- Managing the association's trophies and awards including agreeing an expenditure budget with the management committee, purchasing trophies, calling in perpetual trophies at the appropriate time, organising engraving and managing the trophy presentation aspects of Presentation Evening including the completion of safe custody forms. Some or all of these tasks may be delegated to other committee members or willing helpers
- Managing the arrangements for the association's Presentation Evening including scheduling, booking of venue, invitations and ticketing, programme of events, catering and arranging and managing a working party for the evening. Some or all of these tasks may be delegated to other committee members or willing helpers