



LBT Volunteer Job Description
Title: Club Vice Chair

Current holder:	See Organisational Chart
Contact e-mail address	Vice.chairman@lbt.org.uk
Type of volunteering	To act as Vice Chairperson on the LBT committee and to represent the club with other agencies, bodies and committees and to reflect and represent the interests of members.
Main purpose of volunteering	To support the Chairperson in the running of the club and to chair meetings if the Chairperson cannot attend. To ensure good quality communication channels between the club, its members and the regional committee. To ensure the smooth running of the club and liaise with other committee members. To provide guidance and structure for the development and continuance of triathlon participation by the membership of the club
Responsible to	The LBT committee
Competencies / experience required	Be organised, diplomatic, encouraging and have good communication and delegation skills. Also be confident in chairing meetings.
Commitment required	Attending many and varied meetings per year, plus supporting the club as and when required. Liaising with other committee and sub-committee members.
Benefits to self	Working closely with the chairperson and other committee and sub-committee members, and occasionally the regional committee and seeing improved organisation and development within LBT.
Benefits to community	Ready access to information about LBT and triathlon in general.
Support received from:	The club chairperson, and other committee members, the regional committee and Regional Development Officer if appropriate.
Is this volunteer opportunity open to disabled persons?	Yes.