



Vice-Chairperson Guiding Document

Executive Committee Vice-Chairperson Duties and Responsibilities

1. Role description

The Vice-Chairperson plays a key guiding and leading role within the Maties Underwater Club. The Vice-Chairperson is integral in supporting the chairperson in his/her strategic role in representing the vision and purpose of the club. The vice-chairperson, in the absence of the vice-chairperson, ensures that all of the functions of the club continue. The vice-chairperson also plays a leading role in ensuring the development and wellness of the executive committee. The vice-chairperson's role can be broken down into four (4) sections:

1.1 Ensure the executive committee functions healthily and efficiently

- 1.1.1 To ensure that the executive committee has a good relationship and that they go through a bonding process.
- 1.1.2 To ensure that members of the executive committee go through developmental programs as offered by US.
- 1.1.3 To ensure that the committee is trained through a conflict and mediation course.
- 1.1.4 To facilitate meaningful and critical conversations within the executive committee.
- 1.1.5 To assist the chairman in reviewing committee members' performance and skills.
- 1.1.6 To assist the chairman in planning for recruitment and renewal of the executive committee.

1.2 Ensure the club is managed effectively

- 1.2.1 To facilitate change and address conflict within the club, liaising with the chairman to achieve this.

1.3 Represent the club

- 1.3.1 To communicate effectively the vision and purpose of the club in line with the vision of the chairman.
- 1.3.2 To advocate for and represent the club at external meetings and events, where applicable when the chairman is not available.
- 1.3.3 To be aware of current issues that might affect the club.

1.4 Qualities and skills required

- 1.4.1 Good leadership skills.
- 1.4.2 Good communication and interpersonal skills.
- 1.4.3 Impartiality, fairness and the ability to respect confidences.
- 1.4.4 Ability to ensure decisions are taken and followed-up.
- 1.4.5 Good time keeping.
- 1.4.6 Tact and diplomacy.
- 1.4.7 Understanding the roles and responsibilities of the executive committee and its officers.
- 1.4.8 Experience of organizational and people management.
- 1.4.9 The role of chairperson requires an estimated commitment of approximately 2 hours per week.

2. Responsibilities : The vice-chairman must assist the chairman with the following:

- 2.1 To ensure that a working committee is present.
- 2.2 To understand the purpose and objective of the club.
- 2.3 To stay well informed of the occurrences at the club.
- 2.4 To support the chairman in ensuring that each committee member does the best job they can and provide support where needed.
- 2.5 To understand the committee's goals and objectives as well as those of the club.
- 2.6 To guide the committee in long and short term planning.
- 2.7 To advise the chairman while working closely with the finance officer to ensure the financial stability of the club.
- 2.8 To delegate and share the responsibilities to committee members.
- 2.9 To recognize conflicts and disagreements and use problem-solving skills to deal with them.

3. Duties-During meetings, when the chairman is unavailable, the vice-chair will do the following:

- 3.1.1 Welcomes the meeting's members and controls the meeting.
- 3.1.2 Is addressed by the committee and ensures that a consensus is reached.
- 3.1.3 Paces the meeting and ensures it does not exceed the time set.

- 3.1.4 Remind members what they have achieved and thanks them for their contributions at the end of the meeting.
- 3.1.5 Must arrange the time and date for the next meeting.
- 3.1.6 Must ensure that everyone has a turn to speak and be heard.
- 3.1.7 Must ensure that the secretary keeps a record of all decisions in the minutes.