

Vice Chair of Ashford RFC

The role of the Vice Chair at Ashford Rugby Club is crucial for the club's governance, strategic direction, and overall succession planning. The Vice Chair leads the board in the Chair's absence and deputises for the Chair as necessary.

Responsibilities

1. Leadership and Governance

- **Executive Committee Leadership:** Leading the Executive Committee in Chair's absence, acting as a sounding board to Chair and other committee members.
- **Governance:** Ensuring the club adheres to its constitution, by-laws, and regulatory requirements.
- **Strategic Planning:** Developing and overseeing the implementation of the club's strategic plan.

2. Representation

- **Club Ambassador:** Acting as a representative of the club at events, meetings, and in communications with stakeholders.
- **Stakeholder Relations:** Building and maintaining relationships with sponsors, governing bodies, community organizations, and other key stakeholders.

3. Financial Oversight

- **Budget Approval:** Reviewing and approving the club's budget and financial plans.
- **Fundraising:** Supporting and participating in fundraising activities and sponsor acquisition.
- **Financial Reporting:** Ensuring accurate financial reporting and transparency to the board and members.

4. Policy and Decision-Making

- **Policy Development:** Establishing and reviewing policies to guide the club's operations and ensure good governance.
- **Decision-Making:** Work with the Chair to facilitate key decisions and ensuring they align with the club's objectives.

5. Marketing and Communication

- **Marketing:** Work across the club and community to develop club's brand and presence locally and across Kent.
- **Communication:** Work with club's chosen communications manager to ensure that club is using all channels to communicate results, news and social events and other ad hoc information as necessary

6. Member and Community Engagement

- **Member Communication:** Keeping members informed about club activities, decisions, and strategic directions.
- **Community Involvement:** Promoting the club's involvement in community activities and initiatives.

Skills and Qualifications

- **Leadership Skills:** Strong leadership abilities to guide the board and the club effectively.
- **Strategic Thinking:** Ability to develop and implement long-term plans.
- **Financial Acumen:** Understanding of budgeting, financial management, and fundraising.
- **Communication Skills:** Excellent verbal and written communication abilities.
- **Interpersonal Skills:** Strong relationship-building skills and the ability to work collaboratively.
- **Knowledge of Rugby:** In-depth understanding of rugby, its governance, and its culture.

Activities

- Work with Chair to ensure that the Executive Committee discharge their roles as per Terms of Reference.
- Preparing for, leading, and following up on committee meetings in Chair's absence
- Drafting communications to members, stakeholders, and the public.
- Attending and representing the club at matches, events, and community functions.
- Working on the development and review of the club's strategic plan.
- Liaising across the club to ensure that all members are aware of clubs plans

Member of: Executive Committee