



Role Description – Vice Chairperson

The role of the Vice Chairperson is to **shadow the Chairperson in providing leadership** and responsibility for the organisation and the Committee and to **step into the Chairperson's roles where needed**. It is often considered that the Vice Chairperson will succeed the President and that this role is in preparation.

Section 14. DUTIES (as stated in the Wanneroo Bowls by Laws)

Vice Chairperson *Shall preside over all meetings in the Chairpersons absence and shall act for and have the same powers as the Chairperson.*

Desirable Attributes:

The Vice Chairperson should:

- be well informed of all organisation activities and able to provide oversight
- be a person who can develop good relationships internally and externally
- be willing to step in for the Chairperson where needed including chairing meetings
- be forward thinking and committed to meeting the overall goals of the Club/Bowls Section
- have a good working knowledge of the Bowls Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Club/Bowls section in representing the Committee in other forums (e.g. Bowls WA meetings)
- be a competent public speaker
- be able to raise concerns with the Chairperson where they arise

Specific duties include but are not limited to:

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1. In the event of the Chairperson being unable to fulfill his/her duties to step into that role
2. In the absence of the Chairperson, chair Committee meetings ensuring that they are run efficiently and effectively
3. Assist the Chairperson in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
4. Coordinate Club planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
5. Represent the Club at meetings and forums as agreed with by the Chairperson



Specific duties related to the Ladies Bowls division:

1. Organize Ladies Gala Day
 1. Send out invitations and notices to other clubs in a timely manner.
 2. Organize the Social committee to cater for the event.
 3. Organize stalls and Raffles, making sure the lady bowlers are given plenty of time to gather donations of goods for the Gala Day.
 4. Prepare and make Welcoming speech, draw the raffles during the day, present the prizes and make farewell speech.
2. Hold Vice Chairpersons Day
 1. Choose a playing format for the day
 2. Organize a "Bring-a-Plate" for day.
 3. Donate the Raffle prizes for the day.
3. Organize "End-of-Pennant" dinner
 1. Make arrangements with the caterer to provide a three course meal. Put a List up on the Board with selections (usually (a) & (b) for entrée, (c) & (d) for Main meal and (e) & (f) for dessert. Cost to approx. \$20.
 2. If having music, book entertainment. (e.g. PJ Anderson solo singer)
 3. Organize drinks at the bar for the ladies.
 4. Enlist the help of the Men's social committee, at least 5 men, to wait on the Ladies and help the caterer clean up.
4. OTHER
 1. Address the Ladies regularly on a Wednesday, keeping them up to date with current events in relation to Ladies Bowls.
 2. During Pennant Season, Welcome the visiting Teams when playing at home. Delegate someone to do the same when playing away.
 3. Generally make sure everything is running smoothly throughout the year, and if needed, organize funeral wakes as necessary.