



WCNA Vice Chair

Roles & Responsibilities

To be a member of and to support the coordination of the affairs of Wiltshire County Netball Association (WCNA). To assume the role of Chair on the resignation of the existing postholder.

Key Tasks

- To deputise for the Chair as required.
- To work alongside the Chair in a supportive and constructive manner to manage WCNA affairs.
- To fulfil the roles and responsibilities as outlined in this job description.
- Adhere to the EN Code of Conduct for a County Association as well as an individual member.
- Ensure that WCNA operates within its Terms of Reference.
- Be completely familiar with the constitution of the WCNA, the procedures for committee meetings and the current affairs and business in hand.
- Behave impartially and professionally at all times.
- Help support the Chair to plan strategically and to guide the county.
- Support all volunteers and the recruitment of committee members to ensure a full WCNA Committee.
- Work with the Chair and Committee to compile a relevant agenda for each Committee meeting.
- Support the Chair in compiling reports to NSW.
- Support the Chair to ensure that all WCNA Leads fulfil the responsibilities in their Role Descriptions and to support where appropriate.
- Be prepared to stand in and chair a meeting in the absence of the Chair.
- Keep up to date on Government direction and Sport England initiatives.
- Help to ensure that all meetings and other work undertaken throughout the County are necessary and carried out effectively.
- Attend the Annual General Meeting.

Desirable knowledge & skills

- Good interpersonal and communication skills.
- Excellent planning and organisational skills.
- Good organisation and ability to work to a deadline.
- Confident user of technology.
- Ability to work with a group of volunteers from a variety of backgrounds.
- Excellent written and verbal communication skills.
- Attention to detail.
- Computer literate including Word and Excel.
- Be a member of England Netball.
- To have appropriate confidentiality and handling of any sensitive personal data in accordance with the EN Code of Conduct and Data Protection Policy.