

Vice President Role Description (x2)

Overview of the Role

Vice President supports the president and all other committee members where needed.

What you will be doing (to be split between the 2 VP's)

Exact responsibilities will be agreed, and will depend on the role(s) you're doing but will likely include:

- Attending and contributing to committee meetings every 2 months
- Attending and supporting the running of the Annual General Meeting (AGM)
- Making decisions with the committee in the best interests of our members and venue
- Supporting the chair, secretary, treasurer and other key volunteers in their roles
- Providing support with the set-up and running of any club events.
- Setting up the agreed social media platforms (e.g. Facebook, Twitter, Instagram) for the venue using the official logo and background information
 - Encouraging members to 'like' or 'follow' you for news, competition and events updates
 - Monitoring the platforms for abuse or negative comments
 - Responding to enquiries or questions
 - Update the platforms with regular news
 - Implementing the LTA social media guidelines
- Overall manager of the mixed tennis teams
 - Registering teams for appropriate leagues and/or cup competitions
 - Liaising with team captains to create equal squads for each team
 - Communicating with all the membership to make sure everyone who wants to be in a squad gets the chance to be
 - Communicating with all team captains, players and members in regards to fixtures
 - Coordinating booking of courts for matches with team captains
 - Making sure team captains have the details they need to submit results
- Supporting the president with developing and delivering a marketing and communications plan
 - Raising the profile of the club and opportunities to play, coach and volunteer in the local community
 - Considering how to improve the 'look' of the venue (e.g. logo, signage and website), ensuring it reflects the management committee's vision
 - Putting in place regular communications with members (email, notices, online etc.)
 - Obtaining coverage of events with local media
- Supporting the president with the management committee, identifying the financial needs of the club and setting realistic funding targets each year
 - Applying for grants from funding programmes provided by national organisations such as the LTA and Sport England
 - Applying for local community funding pots held by local authorities and commercial companies, such as supermarkets and building societies
 - Agreeing and co-ordinating fundraising events/activities, such as fun quiz/BBQ evenings, raffles, lotteries and fun days
 - Working closely with the treasurer to support the purchase of items and floats for fundraising events, and for financial planning
 - Understanding what the venue has to offer in terms of sponsorship and approach local companies
- Buy balls for the club
 - Coordinate with captains to hand out match balls
 - Coordinate providing balls for social tennis

Skills and experiences needed for the role

- Good communication skills
- Good listening skills
- Good organisation skills

Training and support available

Before starting in this role, you will receive training from [] who will go through the process with you. You will receive ongoing support from [].

Commitments

- The time commitment for this role is flexible and will depend on the role(s) you're doing. On average this will be around [] hours per week

Further Information

- Some committee roles require a DBS check. This is dependent on your contact with children and/or adults at risk and/or access to confidential information.