



Fintan Football Club

Role Description & Person Specification Document

Role Title:	Vice-Chairman		
Club Tier Level:	Level 2: Executive Committee		
Terms Of Election:	Elected By Vote	Election Date:	At Annual General Meeting
Post Held For:	One Year	Re-Election Permitted:	Yes
DBS Status:	Not Required	Safeguarding Status:	Not Required

Election Procedure:

All candidates who are interested in being appointed onto the committee are encouraged to register their interest by emailing the chairman on chairman@fintanfc.co.uk. All applications must be submitted via the club website where any vacant positions will be advertised. If several applications are received for the same vacant position, the election will be made based on a ballot or vote.

All applicants must be seconded, by a member of the committee, prior to election at the AGM.

Vacancies will be advertised on the club website: www.fintanfc.co.uk.

Job Description

ROLE PURPOSE

The Vice-Chairman is tasked with carrying out the duties of the Chairman in his notified absence and to support the Chairman in all of his duties.

ROLE DUTIES

- Support the Chairman in his full range of duties.
- Work closely with the Chairman to drive the continual growth of the club.
- Support all other committee members with their roles.
- Be prepared to deputise for the Chairman in his notified absence.
- Attend league and county meetings as required.
- To raise the profile of Fintan Football Club in the local and wider area.
- Carry out any tasks delegated to by the Chairman in an efficient and prompt manner.
- Work with the Chairman and Club Development Officer, to ensure that the Club Constitution and Volunteer Handbook is updated and that all members receive an updated copy.
- Write an officer report ahead of each committee meeting to report on developments and items for discussion.

PERSON SPECIFICATION

Essential

- A clear passion and unwavering commitment to the club.
- Demonstrable leadership and man-management skills.
- Track record of leading improvement and championing success.
- Exemplary written and spoken English skills.

QUALIFICATIONS AND TRAINING REQUIREMENTS

Essential: No football related qualifications required.

Desirable: Relevant leadership qualifications from any discipline/sector a bonus.

ADDITIONAL NOTES

Not applicable.

Role Terms & Conditions: Acceptance Contract

Job Title:	Vice-Chairman		
Date of Election:		Post to be held for:	One Season - Until AGM
Personal Details			
Full Name:			
Address:			
Date of Birth:			
Declaration			
<p>I confirm that I accept the position of Vice-Chairman of Fintan Football Club.</p> <p>I will act in the best interests of the Club at all times and uphold the Club's Constitution and moral values.</p> <p>I understand I may have access to confidential information and that unauthorised disclosure of this information to third parties will result in disciplinary action by the committee and may result in dismissal.</p> <p>I will keep the committee informed of any changes to my personal circumstances that may affect my position within the Club.</p> <p>As Vice-Chairman of the Club I understand I will be expected to represent the club and players in any action against the Club, either by Gloucestershire County Football Association or the affiliated League Committee.</p> <p>I understand that the role takes precedence over playing for the Club.</p> <p>I accept the roles and responsibilities as listed on the Role Description for the position of Vice-Chairman.</p>			
Signature of Acceptance			
Print Name:		Date:	
Signature:			