



Oxfordshire Netball Development Board

Committee Role Profile

VICE - CHAIRPERSON

Introduction

The following role profile is not intended to be comprehensive, nor is it an expectation that potential volunteers will possess all the skills/personal qualities listed. However, the Vice Chairperson will have sound knowledge of the management committee.

The role of the Oxfordshire Development Board Vice Chairperson is held by the elected official for two years.

This role profile should be read in conjunction with the Oxfordshire Netball Management Committee – Roles, Skills and Personal Qualities document which outlines the requirements of all ONBD officers.

The Vice Chairperson's role is to:

- Report to the Chairperson
- Take the Chair at ONDB meetings when the Chairperson is unable to attend. Deputise for and shadow the Chairperson in their role.
- Provide a trustworthy sound board, informal feedback, honest advice and fresh perspective to the Chairperson.
- Assist in ensuring that members are kept informed regarding ONDB's activities and work programme.
- Assist in identifying and facilitating the development and training needs of the ONDB collectively and its individual members.
- Prepare a report on the year's activities for the AGM.
- Attend meetings of the subcommittees in the absence of the Chair
- Champion the ONE Awards for Oxfordshire.

Skills/Personal Qualities of the Vice Chairperson:

A Vice Chairperson is required to have good communication, interpersonal and leadership skills. This role will suit someone with initiative and drive who is able to work in partnership with others, is good at teambuilding and can delegate. This person will have sound knowledge of netball governance along with understanding of the roles/responsibilities of the ONDB.

An aspiring Vice Chairperson will need to be willing to chair meetings and ensure that decisions are taken and followed up. They will need to be strong networker with knowledge of Oxfordshire Netball's key networks and be prepared to speak clearly and succinctly as the public face of Oxfordshire Netball.

The Vice Chairperson will ideally be a willing deputy with tact and diplomacy skills.