

Windsor Cricket Club

Committee Position - Job Description Form

Job title: Vice-Chairman

Reports to: Windsor Cricket Club Committee

General Description:

To act in support of the Club Chairman and on their behalf in their absence.

Essential Job Functions:

- To mirror and support the Chairman's role
- Attend monthly committee meetings, acting as Chair in the event of the Chairman's absence
- Attend Annual General Meetings and report on the previous season if so required
- To ensure the club's integrity and legality is upheld at all times whilst completing the role

Additional Job Functions:

- To be available (if required) to work on any sub committees that are created
- To assist on any Home Park's Pavilions Committee meetings if so required