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| **ROLE TITLE:**  | Vice President (Junior Coordinator)  |
| **RESPONSIBLE TO:**  | The Club Management Committee  |
| **SKILLS REQUIRED:**  | • Enthusiastic • Well organised • Prepared to make a regular time commitment • Prepared to make instant decisions when necessary • Confident at some public speaking and keeping order during meetings.  |

**MAIN DUTIES:**

1. Take responsibility for the Junior Development Plan implementation.
2. Organise, communicate and minute regular Junior committee meetings
3. Feedback to Club Management Committee, with a regular report.
4. In liaison with the Volunteer Co-ordinator, oversee the work of all officers
5. In conjunction with the secretary, prepare and present Junior Report at the Club Annual General Meeting.
6. Liaise with President and Secretary to ensure that Junior matters are on the Agenda at Committee Meetings
7. If unable to attend any committee meeting, a written report should be sent to the meeting and the President briefed.
8. Any other duties as necessary.

**TIME COMMITMENT:** ………………………………………………………………………………………

**SIGNATURES: Vice President (Junior Coordinator)**

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**Date** …………………………………………………………………...

**President** …………………………………………………………………...

**Date** …………………………………………………………………...