



# VICE CLUB CAPTAIN AND FIXTURES SECRETARY

## **COMMITMENT**

This is a Management Role where the elected officer will carry out such duties as are required to support the Club Captain and Fixtures Secretary. The elected officer will be attending and participating in Management Committee Meetings which are, each, currently held once a month. In the absence of the Club Chair person the elected officer will attend the Executive Meeting.

## **QUALITIES**

- Friendly and warm nature
- Positive and calm attitude
- Determination
- Integrity
- Good knowledgeable about the club and the game or, a willingness to learn
- Good liaison skills
- Problem solver

## **ROLES**

- Attend and contribute to Management Meetings
- Carry out the duties of the Club Captain and Fixtures Secretary in their absence.
- Officiate at friendlies when required

Please see the Club Captain and Fixtures Secretary Job Description.