

BERKS BUCKS & OXON FLOWERS

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BB&O Vice-Chairman Role Description - July 2023

Scope

The Area Vice Chairman is an elected member of the Finance & General Purposes (F&GP) committee which is responsible for area management. The remit of the Vice Chairman is to support the Chairman and the F&GP committee and promote NAFAS.

A Vice-chairman would possibly have been a club chairman. This is not essential but they need to be organized and have management skills. The person taking on this role would be expected to take on the role of Area Chairman.

Specific tasks include:

- Assist and support the Chairman with their duties
- Helping at Area events such as Council meetings, Area Days and AGM
- Standing in for the Chairman if required
- Chairing sub-committees when required

Meetings

As a member of F&GP the Vice-Chairman:

1. Maybe required to produce short reports for 2 area Zoom council meetings/year, 1 area council meeting in Benson and the AGM in Benson.
2. Attend these meetings if possible and provide report updates if appropriate. Meetings last c1.5 hours.
3. May be required to produce short reports and attend 5-6 F&GP meetings/year on Zoom. Meetings last c2 hours
4. May be required to attend National Advisory Meetings (NAC) in the event the chairman is unable to attend.

However, it should be noted that it is not mandatory to attend all these meetings. This is a voluntary role so family life, travel and other commitments may take precedence at times.

Job Rewards

As a member of the F&PG committee they will learn how the area functions and become involved with area and club activities outside the scope of their own club.

Jane Haas

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Affiliated to NAFAS

NAFAS Registered Charity Number 1101348

