

## **VICE-CHAIRMAN – JOB DESCRIPTION & PERSON SPECIFICATION**

### **1. Job Description**

The post of Vice-Chairman is an elected 3-year post. The purpose of the post is to assist and support the Chairman in the management and corporate operation of the BAB. The duties and responsibilities include but are not necessarily limited to:

- Being a Trustee of the Board and acting at all times in accordance with the Board's Constitution
- Attending Executive and General Meetings of the Board
- Contributing to and advising on matters under discussion at Executive and General meetings of the Board
- Ensuring that the Board maintains high standards of corporate governance
- Representing the Board with outside organisations, government agencies, etc
- Undertaking one-off projects, as requested
- Deputising for the Chairman in all matters relating to the operation of the BAB, including chairing meetings in his absence
- Serving on the Membership Committee as a Permanent Member
- Producing an Annual report for the AGM
- Jointly organising the National Course (desirable)

### **2. Person Specification**

The post holder should, ideally, have a background which encompasses and demonstrates:

- A sound knowledge of the art of Aikido
- Experience of management through committees
- An ability to Chair meetings and interpret associated proceedings
- An ability to make public presentations, represent the Board with outside bodies, etc.
- An ability to make formal written representations on behalf of the Board
- Flexibility to undertake a variety of one-off tasks.
- An ability to work as part of a management team
- An ability to work with a diversity of Aikido Associations, recognising their independence, but seeking to develop their commitment to a corporate approach
- IT literacy
- Business/Commercial experience (desirable but not essential)