

Title: Vice Chair

Classification: Director, Volunteer

Club: Cranbrook Triton Swim Club

Term: Minimum, two-year, elected position

Reports to: Membership of Cranbrook Triton Swim Club (CTSC)

Direct Reports: Committee members as required

JOB OVERVIEW

The Vice Chair supports the Chair in maintaining effective club governance along with ensuring board and membership adhere to the club's constitution and bylaws.

ACCOUNTABILITIES

- Acts on behalf of the Chair when absent
- Acts of the CTSC representative for all City of Cranbrook work including but not limited to pool administration that is required
- Able to temporarily act in other board positions when members are absent or role is vacant
- Assists Club Registrar to complete necessary registration with SwimBC
- Ensures Club's policies and procedures are current and adhered to
- Participates in hiring committees, salary negotiations, and contracts
- Works closely with the Treasurer to ensure financial items are verified including but not limited to e-transfers
- Works closely with the President on all relevant matters
- Provides timely reply to inquiries made to the Swim Tritons inbox
- Liaises with parents on deck
- When necessary, provides report to the board of directors at a regular meeting
- Attends CTSC board meetings on a regular basis
- Other duties as required

VOLUNTEER REQUIREMENTS

- Successful completion of a Criminal Record Check
- General computer knowledge
- Able to maintain confidentiality