



The Armourers' Association

Vice-Chairperson Job Description

Vice-Chairperson Purpose

The Vice-Chairperson is responsible for working with the President and Chairperson in Association strategic matters, and helping to guide the committee to achieve agreed strategies in an effective manner.

To work with the President, Chairperson and committee members, setting a Vision for the Association that is both achievable and sustainable.

To help the President and Chairperson ensure that there is effective communication within the committee and throughout the Association.

Vice-Chairperson Responsibilities

Co-write the annual report, liaising with the Chairperson, President and committee.

Act as signatory for legal and financial matters in accordance with the rules of the Association.

Work with the Chairperson to ensure all Association events and forums have the correct procedures in place to be safe and that committee members also abide by these procedures.

The Vice-Chairperson shall act on behalf of the Chairperson when requested to do so by the committee. When acting as Chairperson, the Vice-Chairperson shall assume all of the responsibilities of the Chairperson.

The Vice-Chairperson shall relinquish the Chairpersons responsibilities when requested to do so by the committee or when the Chairperson resumes their role.