

Draft CANI Job Description

The Post: Vice Chairman

- 1 Main purpose of this post is to assist or deputise for the Chairman to lead on the governance and organisation of the operational aspects of the Association.
- 2 This person is responsible to:
 - a. CANI Chairman, committee and members.
- 3 Responsible for:
 - a. Assisting or deputising for the Chairman to oversee the running of CANI meetings and events.
 - b. Assisting or deputising for the Chairman to chair CANI Council meetings
 - c. Assisting or deputising for the Chairman to provide a figurehead for the control of meetings and events.
 - d. To deputise for the chairman and represent CANI on the BCU Board of Directors
- 4 The post is elected for a period of 1 year with the option to be selected for further office.
- 5 The duties that are involved in the job are:
 - a. Assisting to ensure that an agenda is prepared for the CANI Council meetings
 - b. Assisting to ensure that minutes are taken and disseminated as required.
 - c. Assisting to ensure that council members and delegates on committee keep focused on agenda items
 - d. Assisting to ensure that actions are allocated to individuals or sub groups.
 - e. Assisting to ensure that actions are implemented.
 - f. Deputising for the chairman by attending the BCU Board of Directors meeting as required.
 - g. Representing CANI at meetings with relevant organisations such as CAAN, Sport NI etc.

- h. Attend CANI Council meetings (Bi-monthly).
- i. Other relevant duties as may be reasonably requested to ensure the efficient and effective working of CANI.

7 The rewards or benefits.

There is no remuneration for this post – however direct out of pocket expenses are payable for travel and subsistence.