**Dragons Official Supporters’ Club**

**Terms of Reference - Deputy Chairman**

1. **Appointment**

1.1 - The Deputy Chairman (Dep Chair) shall be initially appointed by the Dragons Official Supporters Club Committee, hereinafter referred to as the DOSC, and reviewed for re-election as per the DOSC Constitution.

2. **General**

2.1 - The Dep Chair position shall be duly elected as per the requirements of the DOSC Constitution, and will remain responsible for ensuring the DOSC carries out its responsibilities effectively, independently of the Newport Gwent Dragons (NGD) senior management team and in the long term best interests of the Supporters.

2.2 - The Dep Chair will assist the Chair with liaison between the DOSC committee and the NGD senior management team, assisting with the provision of representation and spokesperson duties for the DOSC.

3. **Duties**

The Dep Chair Shall:

3.1 - Lead and facilitate the DOSC Committee, in absence of the Chair, to ensure it delivers agains the DOSC Constitution and the requirements of the NGD Supporters.

3.2 - In absence of the Chair, schedule regular meetings of the DOSC Committee.

3.3 - In absence of the Chair, schedule regular engagement events with the NGD Supporters.

3.4 - Ensure the DOSC Committee Members are cognisant of their responsibilities, and ensure the Committee’s output remain aligned to the Committee’s objectives, and in accordance with the DOSC Constitution.

3.5 - Assist the Chair with the facilitation of regular communications of the findings, recommendations and observations of the

DOSC and the wider supporter base to the NGD senior management team.

3.6 - Ensure, where necessary, DOSC representation is made available to the NGD senior management team to attend any required engagement activities.

3.7 - In absence of the Chair, sit as Chair on all DOSC Committee Meetings, engaging with the Secretary to define a pre-meeting Agenda, and any pre-briefing meeting requirements.

3.8 - In absence of the Chair, manage the DOSC Committee Meetings in an effective and efficient manner, ensuring all Committee Members are delivering on their obligations and responsibilities.

3.9 - Work to build Committee unity, consensus and solidarity.

3.10 - Evaluate the Committee’s effectiveness and implement improvement activities to the forum.

3.11 - Assist with the integration and mentoring of new Committee Members.

3.12 - Provide leadership to the Committee by demonstrating integrity and ethical leadership, by creating a climate of trust, cantor and openness and by championing proper and professional governance.

4. **Deputy Chairman**

4.1 - The DOSC committee Dep Chair will be elected as per the DOSC Constitution.

4.2 - Will be qualified and experienced to serve on the DOSC Committee as per the requirements established in the DOSC Constitution.

5. **Resignation**

5.1 - The Dep Chair is to provide the Committee with 21 days notice, in writing, of the intent to resign his/her position. Wherever practicable the outgoing Dep Chair is to assist with the facilitation of the nomination of a new Dep Chair as per the DOSC Constitution.