

Vice-Chairman - Role Description

General Information

The role of the Vice-Chairman is vital to the effectiveness of Debenham Village Hall & Playing Field Trust, hereinafter called the Organisation, in providing direct support to the Chairman. He/she should have a sound knowledge of the necessary legislation relating to the running of a registered charity.

The viability of the organisation and the views of staff, volunteers, users and Trustees should be his/her primary concerns. The Vice-Chairman must be fully committed to the aims, objectives and policies of the Organisation and its services and understand the organisation's priorities.

Vice-Chairman's duties

The Vice-Chairman is accountable to the members of the organisation through the Board. He / she is expected to observe total confidentiality.

The Vice-Chairman is expected to attend:

- Meetings of the Board
- The Annual General Meeting
- Sub-committee meetings as necessary

The Vice-Chairman is required to be familiar with his / her responsibilities to the Charity Commission under the Charities Act.

The Vice-Chairman is elected at the 1st Board Meeting following the Annual General Meeting and is expected to serve a term of 3 year(s) as detailed in the governing document. In common with all trustees, the Vice Chairman is eligible for subsequent re-election.

Vice-Chairman's responsibilities

- 1) To liaise closely with the Chairman, General Manager and Secretary in drawing up agendas for meetings of the Board and sub-committee meetings as appropriate.
- 2) To plan with the Chairman, General Manager and Secretary the annual cycle of business for meetings of the Board as appropriate.
- 3) In the absence of the Chairman to take the Chair at meetings of the Board and to ensure that the meeting is held in strict compliance with the governing document and any relevant Standing Orders or Terms of Reference.
- 4) To take the Chair of the meeting if the Chairman deems that he / she has an interest (pecuniary or otherwise) in a particular item of business.
- 5) To represent the organisation as directed by the Chairman or Board and to report back as appropriate.
- 6) To chair advisory groups, sub-committees or working groups to address specific issues / tasks as requested by the Chairman and deemed appropriate by the Board.
- 7) To attend the organisation's events and activities as directed by the Board.
- 8) To be an official spokesperson for the organisation along with the General Manager if the Chairman is away.
- 9) To participate in relevant training as appropriate.
- 10) To help in conducting the appraisal of the organisation's General Manager (when applicable and with the help of other Officers / Trustees).
- 11) To revise this Role Description as necessary in consultation with the Board.

Date: 24th November, 2011