



Vice-Chairperson Role Overview

Role

The Vice-Chairperson will support the Chairperson with their responsibilities and, where necessary, deputise.

The roles for support and deputisation include:

- Representing the vision and purpose of the Association.
- Ensuring that the Committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out in accordance with the Constitution.
- Liaising with the chief officers (i.e. Secretary, Treasurer), as appropriate, to keep an overview of the Association's affairs.
- Co-ordination with the Committee to ensure responsibilities for particular activities (e.g. communication, targets, timescales etc.) are met and specialist expertise is identified/engaged as required.
- Effectively communicating the vision and purpose of the Association.
- Representing the Association at meetings and events when delegated by the Chairperson.
- Aware of current issues that might affect the Association.
- Controlling Committee and General meetings (encouraging inclusivity and preventing side conversations etc)