

Role of the Vice Chair

The vice-chair will carry out the chair's duties in his or her absence, with the acknowledgement of the board as being capable and appropriate to do so. They will also provide support and assistance to the chair in carrying out his or her responsibilities and should act as a 'critical friend' and sounding board. They may agree to take on specific responsibilities from the chair, such as inducting new trustees. Other board members may approach the vice-chair if they are concerned about the work or judgement of the chair. The vice-chair will then discuss any issues arising with the chair.

These duties and qualities are in addition to the general trustee role profile.

Main duties and responsibilities

- Carrying out the chair's duties in his or her absence, with the acknowledgement of the board as being capable and suitable to do so
- Providing support and assistance to the chair in carrying out his or her responsibilities, acting as a 'critical friend' and sounding board
- Taking on specific responsibilities from the chair where the chair's integrity might be compromised
- Being open to approaches, where appropriate, from other trustees about the work or judgement of the chair. The vice-chair will then discuss any issues arising with the chair.

Personal skills and qualities

- leadership skills
- experience of committee work
- facilitation skills
- tact and diplomacy
- excellent communication and interpersonal skills
- impartiality, fairness and the ability to respect confidences.