

Vice-Chair Role Description

The role of the Vice-Chair is to deputise for the Chair at committee meetings, other meetings and events and work alongside the Chair to ensure that the calendar of events are delivered and the objectives of the Charity are achieved. Tasks include but are not limited to:

- **Deputise for the Chair:**
 - Work on behalf of the Chair to undertake tasks required to ensure that the Committee continues to function effectively and carries out it's duties in the absence of the Chair;
- **Delivery of Events:**
 - Work alongside the Chair to ensure that the Charity operates to deliver the calendar of events agreed at the AGM and Committee Meetings,
 - Attend event-planning meetings delegated by the Chair with appropriate committee members and volunteers.
- **Other Duties:**
 - Delegate tasks to appropriate members / volunteers of the CSA as and when required to ensure the smooth operation of the Charity.
- **Qualities and Skills Required**
 - An understanding of how the Charity operates and it's role and objectives;
 - Ability to effectively run a meeting;
 - Ability to work effectively with the Chair to enable the Charity to meet it's objective(s);
 - Good organisational skills and the ability to run events;
 - Experience of committee work and procedures is ideal, but not essential;
 - Good communication and interpersonal skills;
 - Ability to work well as part of a team.
- Time Commitment – the role of Vice-Chair requires an estimated commitment of 2 - 4 hours per month during term-time (dependent upon how many events are being run).

As a member of the CSA Committee, you can expect:

- To be treated with courtesy and respect as a valued member of the Charity;
- That the Charity will take care of your health, safety and welfare whilst performing the duties of your role;
- That you will be involved in a capacity that matches your skills and interests and that also helps the Charity to achieve it's objective(s)
- That the Charity will always be mindful of your voluntary status and your right to decline involvement at any time;

- That the Charity will take good care of your personal details (such as your contact details) and not use them for anything other than managing and supporting your volunteering role in accordance with General Data Protection Regulations (GDPR) and the Data Protection Act 2018;
- That the Charity will reimburse your agreed out of pocket expenses in a timely manner;
- That you are properly supported and supervised to carry out the duties of the role;
- To feel valued and that ideas for appropriate events and any suggestions for change to improve the operation of the Charity will be heard and considered.

I have read the roles and responsibilities document and understand my responsibilities as the Vice-Chair for the CSA Committee.

Name: _____

Signature: _____

Date: _____

Chairperson Name and Signature: _____

Date: _____