

## Role Description for Vice Chair of Swiss Cottage Community Association

We want our new Vice Chair to hold a depth of knowledge, experience and success in either the private, public and/or charity sector, in order to help the Chair drive the Swiss Cottage Community Association forward to becoming a sustainable organisation that is non-reliant on local authority funding and agile enough to maximise other possible income streams to improve its services for the community.

### Time commitment:

12 meetings per year + 1 AGM. Regular email contact with trustees and the Director as and when required. Representation of the organisation at relevant forums as they arise.

**Start Date:** ASAP

**End Date:** Not defined

### Overall Role Description:

- Stepping in for the Chair to lead the committee and the organisation to enable it to fulfil its purpose.
- To help the Chair ensure an effective relationship between:
  - the committee and the staff/volunteers
  - the committee and the external stakeholders/community
- To deputise as a spokesperson and figurehead as appropriate.

### Specifically:

- Help Chair plan and prepare the committee meetings and the AGM with others as appropriate.
- Chair committee meetings in the absence of the Chair ensuring:
  - A balance is struck between time-keeping and space for discussions.
  - Business is dealt with and decisions made.
  - Decisions, actions and deliberations are adequately minuted.
  - The implementation of decisions is clearly assigned and monitored.
- Help the Chair ensure adequate support and supervision arrangements are made for the Director and any other staff/volunteers directly managed or reporting to the committee.
- Help the Chair ensure that a successor is found before the term of office finishes.

### Qualities:

- A willingness to act as Vice Chair to help lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.

### Skills:

- A good grasp of written and spoken English;
- IT literate in Microsoft Office;
- Experience of chairing meetings.