

Vice – Chair’s Role Description

1. Main tasks

- 1.1 To deputise for, or assist, the Chair in ensuring that the Board fulfils its responsibilities for the governance of the organisation with particular emphasis on strategy.
- 1.2 To work in partnership with the Chair and Chief Executive to help the Chief Executive achieve the mission of the organisation.
- 1.3 To assist the Chair in optimising the relationship between the Board and GMFA’s staff and volunteers.

2. Main duties

- 2.1 The main duties in ensuring the Board fulfils its responsibilities are to deputise for, or assist the Chair:
 - 2.1.1 To ensure that the Board set overall strategy and policy objectives.
 - 2.1.2 To ensure that the Board reviews its structure, role, relationship to staff and implements agreed changes as necessary.
 - 2.1.3 With the Chief Executive, develop appropriate and relevant agendas for meetings.
 - 2.1.4 To chair meetings of the Board so that it functions effectively and carries out its duties.
 - 2.1.5 To monitor that decisions taken at meetings are implemented.
 - 2.1.6 To work in consultation with the Chief Executive to recruit co-optees in line with GMFA’s co-option procedures.
 - 2.1.7 With the Chief Executive and the Company Secretary, to ensure that all Board members receive appropriate advice and training relating to their role.
 - 2.1.8 To serve as an additional spokesperson for, or promoter of, the charity.

- 2.2 The main duties in working in partnership with the Chief Executive, helping him/her achieve the mission of the organisation are to deputise for, or assist the Chair:
 - 2.2.1 To ensure that the Board develops a long term strategy for the organisation together with the Chief Executive, with objectives that can be monitored.
 - 2.2.2 To ensure that appropriate resources (personnel, financial, material) are secured with which to achieve agreed goals.
 - 2.2.3 To ensure that the Chief Executive delivers the Annual Plan and budget.
 - 2.2.4 To monitor progress of the annual plan and overall strategic plan.
 - 2.2.5 To support, monitor, and review the work of the Chief Executive in the formal capacity of line-manager.

- 2.3 The main duties in optimising the relationship between the Board and GMFA's staff and volunteers are to deputise for, or assist the Chair:
 - 2.3.1 To receive regular informal progress reports of the organisation's work through the Chief Executive.
 - 2.3.2 To reflect to the Board any concerns staff have in regard to the role of the Board, its sub-committees or members; to relate the concerns of the Board and other constituencies to the Chief Executive.
 - 2.3.3 In consultation with the Chief Executive, agree an annual calendar of meetings of the trustees and major events for the organisation.
 - 2.3.4 To comply with current employment and equal opportunities legislation and good practice.

- 2.4 *Note: Some of the duties listed above may be delegated to other members of the Board or be made the sole responsibility of the Vice Chair.*

3. Dissemination of the role description

- 3.1 This role description will go to:
 - 3.1.1 all new and existing Board members.
 - 3.1.2 all new and existing staff.

4. Review

- 4.1 This role description will be reviewed every two years.
- 4.2 This role description was passed on 14/08/03.
- 4.3 This role description was reviewed and amended on 23/05/06.