

Trustee Job Description – Vice- Chair

South Staffordshire Network for Mental Health

DUTIES & RESPONSIBILITIES

The role of the Vice-Chair is to act for the Chair when the Chair is not available and undertake assignments at the request of the Chair.

The responsibilities of the Vice-Chair will be to support the Chair in:

- Providing leadership for the board of trustees in their role of setting the strategy and policy of the charity.
- Planning the annual cycle of board meeting
- Setting agendas for board meetings
- Giving direction to board policy-making
- Monitoring decisions taken at meetings are implemented
- Representing the organisation at functions, meetings and acting as a spokesperson as appropriate.
- Liaising with the Coordinator to keep an overview of the organisation's affairs and to provide support as appropriate.
- Appraisal of performance of Coordinator.
- Sitting on appointment, disciplinary and problem-solving panels

And to:

- Chairing and facilitating board meetings when the Chair is not available.

PERSON SPECIFICATION

- A commitment to the organisation
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively
- A willingness to speak their mind
- An understanding and acceptance of legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team.
- Leadership skills

- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.

It is also desirable for the Vice-Chair to have knowledge of the type of work undertaken by the organisation and a wide involvement with the voluntary sector and other networks.