

Role Description for Vice Chair

Purpose of the role

The vice chair is elected by the Board of Trustees to support the Chair(s) to run the Trust effectively and efficiently, maintaining good working relationships with the Board members and related organisations, so that the Trust can deliver an effective and timely service to its applicants. The Vice Chair also needs to deputise for the Chair(s) in her/his absence to ensure that the trust remains within its legal, financial and Charity Commission remit.

Key tasks

1. In the absence of the Chair(s) the Vice Chair will temporarily perform the duties as outlined in the Role Description of the Chair. This would continue until such times as a Chair is able to resume their role. The reasons for the Vice Chair undertaking this role will be recorded in the minutes of the meeting of the Board where this occurs or where necessary at its subsequent meeting.
2. The Vice Chair will undertake tasks as agreed with the Chair or as agreed with the Board.
3. The Vice Chair will assume the role of Chair at any such times should there be an election by the Board of a new Chair, unless there is a Co-Chair available to perform that task.
4. The Complaint Policy of the Trust states: 'A complaint can be said to exist when any person having dealings with SWBT is dissatisfied with any response, action or decision taken in connection with their contact with SWBT, and wishes to take the matter further'.
In the event of a complaint being forthcoming directly concerning the Chair, the Vice Chair would undertake to initiate the actions as outlined in the Complaints Policy and Procedure.