

THE FLAT HOLM SOCIETY

ROLE DESCRIPTION - VICE-CHAIRMAN

OVERALL PURPOSE

When the Chair is not available, the Vice Chairman should provide leadership and direction to the Committee, enabling them to fulfil their responsibilities for the overall governance and strategic direction of the charity.

Developing the organisation's aims, objectives and goals in accordance with the Constitution, legal and regulatory guidelines, to ensure that trustee decisions are acted upon and the charity is managed in an effective manner.

MAIN RESPONSIBILITIES

- Leading the Committee members to develop strategic plans for the charity
- Providing support and leadership ensuring that the charity is run in accordance with the decisions of the trustees and the charity's Constitution
- Liaising with the Secretary and other committee members to draft agendas for trustee meetings and ensure that the business is covered efficiently and effectively in those meetings

MAIN DUTIES

- Planning, setting and chairing Committee meetings and AGMs
- Liaising with Committee members to set agendas for meetings
- Ensuring Committee decisions are acted upon.
- Supporting the Committee and dealing with any issues
- Acting as spokesperson and representing the charity at events

