

### **Vice Chair Role Description**

The Trustee Board will nominate an External Trustee as Vice Chair of the Trustee Board.

In addition to the general responsibilities of a trustee:

- Provide support to the Chair to assist in their leadership of the Board
- Deputise for the Chair as required
- Provide guidance on meeting agendas and the annual cycle of board meetings
- Advise the Chair on board policy making in advance of meetings
- Liaise with the Chair and the Chief Executive in between Board meetings in order to monitor progress and provide support when appropriate
- Support the review and appraising of the performance of the Chief Executive
- To take the lead on the annual appraisal of the performance of the Chair
- In conjunction with the Chair, to manage working relationships among all trustees and between the Board and the Chief Executive
- Via discussions with the Chair, to encourage all trustees to participate in meetings

### **Person Specification**

In addition to the person specification of a trustee:

- Leadership skills
- Experience of committee work
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences
- Coaching and mentoring ability
- Experience in managing and appraising staff
- At least a year's experience of being a trustee (on the Trustee Board, or elsewhere)