



## **Role of the Vice Chair**

- The Vice Chair's role is, primarily, to support the Chair and the other officers to help ensure that the Committee runs smoothly and efficiently.
- The vice-chair will carry out the chair's duties in his or her absence, with the acknowledgement of the Committee as being capable and appropriate to do so.
- They will also provide support and assistance to the chair in carrying out his or her responsibilities and should act as a 'critical friend' and sounding board.
- They may agree to take on specific responsibilities from the chair
- Other Committee members may approach the vice-chair if they are concerned about the work or judgement of the chair.
- The vice-chair will then discuss any issues arising with the chair.

## **Personal skills and qualities**

- leadership skills
- experience of committee work
- facilitation skills
- tact and diplomacy
- communication and interpersonal skills
- impartiality, fairness and the ability to respect confidences.

It is desirable for the vice-chair to have knowledge of the type of work undertaken by the Committee and a willingness to keep ahead of the changes to the organisation that take place.