



## Volunteer Role Description – Vice Chairman

The Vice Chairman acts for the Chairman when unavailable and undertakes assignments at the request of the Chairman and/or Committee. To ensure continuity ensure that the Chairman has a deputy who can assume their responsibility and is familiar with their work should a sudden absence occur.

<b>Term of Office</b>	2 Years (maximum of 3 terms)
<b>Responsible to</b>	SWCA Membership
<b>Selection Process</b>	<p>Full Members may submit nominations 7 days prior to the AGM. If there is more than one nominee for office then a ballot shall be held.</p> <p>The Vice Chairman will be elected in even years.</p>
<b>Purpose</b>	<p>To ensure continuity should the Chairman be unavailable</p> <p>To provide support and assistance to the Chairman</p> <p>To bring impartiality and objectivity to meetings and decision-making.</p> <p>Represent the organisation.</p> <p>To advocate for and represent the organisation at external meetings and events.</p> <p>To be aware of current issues that might affect the organisation.</p> <p>To take on specific responsibilities from the Chairman and/or Committee</p>
<b>Qualities/Skills</b>	<p>Good leadership skills.</p> <p>Good communication and interpersonal skills.</p> <p>Impartiality, fairness and the ability to respect confidences.</p> <p>Good time-keeping.</p> <p>Tact and diplomacy.</p> <p>Understanding of the roles/responsibilities of the Management Committee.</p> <p>Experience of Volunteer Management.</p>
<b>Expenses</b>	Reasonable travel expenses may be claimed for travel to meetings/events
<b>Time Commitment</b>	<p>Approximately 10 SWCA Committee Meetings per year</p> <p>5 Competitions per year</p> <p>Agreed external meetings and events</p> <p>A minimum of 2 hrs per week, more at peak times around events in the season</p>