

ROLE DESCRIPTION: Vice Chairperson

- Must be a professional member of BCS (MBCS/FBCS).
- To assist the Chairperson in ensuring that the agreed tasks and functions of the Board are carried out.
- To preside at meetings of the Board when the Chairperson is not present and ensure that the decisions made are in line with the aims and objectives of the group.
- To support the Chairperson in their role, taking over some of the Chairpersons work load when necessary or when asked to.
- Alongside the Chairperson, to represent the group in the community and promote its aims and ideals.
- Alongside the Chairperson, establish and maintain harmonious relationships with Board members and to encourage effective communication between the organisation and the community.
- Alongside the Chairperson, ensures the formulation of strategies for the committee and implements appropriate actions to achieve the strategic goals.
- To ensure that the Board maintains its emphasis on policy matters and that the authority delegated to any standing committees or staff is properly observed.