

VICE-CHAIR (MENTOR) ROLE DESCRIPTION

1. Introduction

- 1.1 Clydesdale Housing Association (CHA) recognises that a newly elected Chair will benefit from the support of the outgoing Chair as a mentor.
- 1.2 CHA has therefore created the option to appoint a Vice Chair (Mentor) to fulfil a mentoring role to the Chair.
- 1.3 This role description sets out the particular duties and responsibilities that attach to the Vice Chair (Mentor) of CHA. The responsibilities described here are additional to those set out in the Committee Members' role description. It should also be considered alongside:
 - the Role Description for the Chair of CHA;
 - the Role Description for the Vice Chair of CHA;
 - CHA's Rules; and
 - CHA's Standing Orders.
- 1.4 This role description will be used to support the annual review of the Management Committee's effectiveness. It will also be used to appoint the Vice Chair (Mentor) as required.
- 1.5 In accordance with CHA's Rules and Standing Orders, the appointment of the Vice Chair (Mentor) will require the approval of the Management Committee.
- 1.6 Where it is deemed to be in the best interests of CHA, the Management Committee will consider the appointment of the previous Chair (following completion of their final term of office as Chair) to the Vice Chair (Mentor) position.
- 1.7 The Management Committee, acting in the best interests of CHA, reserves the right to:
 - Forego the appointment of a Vice Chair (Mentor);
 - Appoint any Management Committee Member (except co-optees) to the position of Vice Chair (mentor) as required.
- 1.8 The term of office for the Vice Chair (Mentor) will be limited to one year, unless either the Chair or the Management Committee consider an extension to this term is desirable and in the best interests of CHA.

2. Vice Chair (Mentor) Responsibilities

- 2.1 The key responsibilities of the Vice Chair (Mentor) are to provide mentoring support to the Chair in order that the Chair can effectively fulfil their responsibilities in respect of:
 - Leadership and direction;
 - Working with the Chief Executive;
 - Promoting good governance;
 - Conducting CHA's business;
 - Personal development.
- 2.2 The Vice Chair (Mentor) will provide mentoring support to the Chair in order that the Chair can effectively:
 - Review and evaluate their performance;
 - Reflect on specific experiences in order to learn from them;
 - Identify areas for personal development and personal growth.

2.3 The Vice Chair (Mentor) will receive training and development that will equip them to provide emotional support to the Chair in order that the Chair can effectively fulfil their responsibilities. Emotional support will specifically include:

- Listening to the Chair’s concerns;
- Providing encouragement;
- Providing constructive feedback to the Chair as and when appropriate;
- Avoiding making assumptions or being judgemental, but nevertheless ask challenging questions;
- Coaching the Chair to explore options for different courses of action;
- Helping the Chair to establish what further help they may require and how to access it.

2.4 The Vice-Chair (Mentor) will also provide support to new Committee Members as required – via CHA’s ‘buddy’ system and through attendance at selected induction sessions.

2.5 The Vice-Chair (Mentor) will contribute to the work of Office Bearers as required.

2.6 The Vice Chair (Mentor) will, along with other Office Bearers, prepare for and participate in the Chief Executive’s annual appraisal.

3. Commitment

3.1 An estimate of the annual time commitment that is expected from the Vice Chair (mentor), in addition to that of standard Management Committee Members, is:

Activity	Time
Attendance at pre-MC meetings with Chair and Chief Executive (continued attendance will be regularly reviewed by the Chair and Vice Chair (mentor))	24 hours
Preparation for and participation in the Chief Executive’s annual appraisal	4 hours
Meetings/discussions with Chair	6 hours
Attendance at new Committee Member training session	6 hours
Ad-hoc meetings/discussions with Office Bearers/Chief Executive	6 hours
New Committee Member support	6 hours
Total	52 hours

4. What CHA Offers the Vice Chair (Mentor)

4.1 All Management Committee Members receive no payment for their contribution. CHA has policies which prevent Committee Members or someone close to them from benefiting personally from MC membership, although these policies also seek to ensure that people are not unfairly disadvantaged by their involvement with CHA. As with all Committee Members, all out of pocket expenses associated with the role of Vice Chair (Mentor) will be fully met and promptly reimbursed.

5. Experience, Knowledge & Skill Levels Expected of the Vice Chair (Mentor)

5.1 The level of experience, knowledge and skill that is desirable for Committee Members considering standing for election to the role of Vice Chair (Mentor) are outlined below. Members should bear this in mind when considering their own or others’ candidacy.

Experience of
Business that is focused on people and service delivery, whether public, not for profit or private sector(s).
Membership of governing bodies in the public, not for profit or private sector(s), including acting as Chair or Vice-Chair.
Social housing.
Management and/or leadership in either a voluntary or employment capacity.

Knowledge and Skills
Coaching & mentoring skills.
Ability to chair meetings impartially, effectively and inclusively.
Strong leadership and inter-personal skills, including the ability to motivate others.
Ability to lead strategically and delegate effectively.
Strong knowledge of good governance principles and practices.
Knowledge of the Scottish housing sector generally and CHA's housing environment specifically.
Effective communication skills in a variety of settings (from one-on-one conversations to service user consultations and complex negotiations).
Good organisational skills.

6. Review

This role description was approved by the Governing Body on **28 September 2022**. It will form the basis of the annual review of the effectiveness of the Vice Chair (Mentor)'s contribution to CHA's governance. It will be reviewed by the Governing Body not later than **September 2025**.