

VICE-CHAIR ROLE DESCRIPTION

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Clydesdale Housing Association (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;
 - CHA's Rules; and
 - CHA's Standing Orders.
- 1.2 In the event that the Chair of CHA is unable to fulfil their responsibilities, the Vice Chair will carry out these duties.
- 1.3 The position of Vice Chair will be elected by the Management Committee, every year at the first meeting following the AGM.
- 1.4 In accordance with Rule [59.11] of CHA's Rules, the Vice Chair cannot serve a continuous term of more than five years. There is no expectation that the Vice Chair must serve the full five year maximum term.
- 1.5 CHA considers the Vice Chair position as key to succession planning for the role of Chair. As such, the Management Committee will seek to appoint an individual to the position of Vice Chair where they have been identified as the most likely successor to the Chair.
- 1.6 The role of Vice Chair must be carried out by a Management Committee Member, and may also be carried out by a former office bearer.

2. Role of the Vice Chair

- 2.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of CHA. **Therefore, this role description must be read in conjunction with the Role Description for the Chair of CHA.**
- 2.2 When known in advance, the Vice Chair should ensure that they are available for any Management Committee meeting that the Chair is unable to attend – e.g., where the Chair has booked a holiday. Close liaison with the Chair is a key requirement of the role.
- 2.3 Develop and implement a personal development plan in partnership with the Chair aimed at the Vice Chair achieving a level of competence in the Chair's role in advance of the Chair completing their term of office.
- 2.4 After appropriate training and experience, lead the induction process for new Management Committee Members.
- 2.5 After appropriate training and experience, oversee the planning, review and evaluation of the Management Committee learning and development function.

3. Commitment

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

Activity	Time
Preparation for and participation in the Chief Executive's annual appraisal.	4 hours
Development, implementation and evaluation of Vice Chair personal development plan ¹	20 hours
Leading and participating in the induction process for new Management Committee Members	6 hours
Oversee planning, evaluation & evaluation of Management Committee learning & development	8 hours
Ad-hoc meetings/discussions with Office Bearers/Chief Executive	6 hours
Total	44 hours

4. Experience, Knowledge & Skill Levels Expected of the Vice-Chairperson

- 4.1 The level of experience, knowledge and skill that is desirable for Committee Members considering standing for election to the role of Vice-Chair is 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).
Social housing.
Management and/or leadership in either a voluntary or employment capacity.
Knowledge and Skills:
Ability to chair meetings impartially, effectively and inclusively.
Good leadership and inter-personal skills, including the ability to motivate others.
Ability to lead strategically and delegate effectively.
Good 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.

5. Monitoring and Review

- 5.1 This role description was approved by the Management Committee on **28 September 2022**. It will be reviewed not later than **September 2025**.

¹ Refer to Vice Chair Personal Development Plan