

## Role Outline:

### North & East Scotland Sailing Vice Chairperson

The role of the Vice Chairperson is to work with the Chairman in overseeing the business of the meeting and to keep order among members. The Vice Chairman is expected to take on the role of Chairman of GS after 3 years, and take the role of Chairman should the Chair be unavailable. On these occasions, the Vice Chairman would have overall control, giving direction, keeping focus and giving structure. Their ultimate responsibility is to take decisions on behalf of the committee following consultation with its members.

**Responsible to: Committee**

**Responsible for: NESS Activities**

<b>Main Duties</b>	<b>Skills Required</b>
<ul style="list-style-type: none"><li>• Assist the Chairman with committee meetings and Annual General Meeting</li><li>• Work on specific projects to develop GS</li><li>• Work with the Chairman to ensure appropriate documents, including minutes are available for committee members</li><li>• Work with the Chairman to ensure that committee members are aware of their roles and responsibilities</li><li>• Act as the ambassador and/or spokesperson for the organisation</li><li>• May be called upon to act as mediator</li></ul>	<ul style="list-style-type: none"><li>• Confident and Effective communicator</li><li>• Great organisation skills</li><li>• Ability to delegate duties</li><li>• An understanding of the Forward Plan, governance and standing orders</li><li>• Ability and knowledge to act as spokesperson for your organisation</li><li>• Unbiased and impartial</li></ul>

#### **The Commitment we are looking for**

Meetings are held 4 times per annum, in locations around the Aberdeen City, Aberdeenshire, Angus and Dundee area. In addition, the AGM is held in May each year. The term of office is 3 years starting in May 2010. You will need your own IT equipment, and be able to travel to the different locations around the area mentioned previously. You may also be the figurehead of the organisation, in the place of the Chairman, and may be required to represent its interests at external events. It is likely that on average some 1 - 2 hours per week will be required.

#### **Our Commitment to you**

Training is available to support you in this role, and out of pocket expenses for the attendance of external events.