



Role Description for Vice Chairperson

June 2023

Based on SFHA model document (Feb 2021) as amended to suit Pineview Housing Association Ltd.

This policy document can be produced in various formats, for instance, in larger print or audio-format; and it can also be translated into other languages, as appropriate.

Our equality and diversity policy statement describes our key equality commitments that we use to develop all organisational services; this includes employment services and services to tenants and other customers.

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1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chairperson (Vice Chair) of PHA. The responsibilities described here are additional to those set out in the Committee of Management members' role description. It should also be considered alongside:
 - the Role Description for the Chairperson (Chair) of PHA;
 - PHA's Rules; and
 - PHA's Standing Orders.
- 1.2 In the event that the Chair of PHA 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 Committee of Management, every year at the first meeting following the AGM.
- 1.4 When the Chair stands down, if appropriate, the Vice Chair in post may be asked if they wish to stand for election to become Chair. There is no obligation on the Vice Chair to stand for election to become Chair.
- 1.5 The role of Vice Chair must be carried out by a Governing Body member and may also be carried out by a former office bearer.

2. Role of Vice Chair

- 2.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of PHA. **Therefore, this role description must be read in conjunction with the Role Description for the Chair of PHA.**
- 2.2 When known in advance, the Vice Chair should ensure that they are available for any Committee of Management 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 The individual holding the post of Vice Chair will gain training and insight as to whether they would like to consider performing the role of Chair in the future.

3. Monitoring and Review

- 3.1 This role description was approved by the Committee of Management on **29 June 2023**. It will be reviewed not later than **30 June 2026**.