

## The Change Foundation – Role of Vice-Chair

### Role:

- The Vice Chair is a key position on the Trustee Board and it is important that the correct person is selected for the position. The period of office for the Vice Chair is 3 years, with an option of a second term of 3 years as Vice Chair if the Chair and Trustee Board agree to this (subject to the overall cap on the length of service for Governors in the Memorandum and Articles of Association).
- It is very important that the Chair and Vice work well together, as they should work closely as a team.
- The Vice Chair works in tandem with the Chair so that they operate as a partnership with both having full knowledge of the current issues affecting the charity. It is not simply be a titular role, so that if the Chair was unavailable through illness or any other reason, the Vice would be fully aware of the issues and could immediately respond.
- The Vice Chair should be informed of HR and Child Protection issues, in the same way as the Chair is alerted to them.

### Qualities:

- Passionate about TCF
- Able to represent and speak for TCF
- Collaborative and flexible
- Able to offer constructive challenge and think creatively
- Committed and available
- Knowledgeable about using sport to bring about social change
- Experience of the challenges and pressures facing charities at present

## Responsibilities of the Vice-Chair

- To set the direction and mission of the charity with the Chair and fellow trustees
- Support the executive and SMT
- promote TCF and always acts in its best interests
- To assist the chair to achieve the aims of his role set out in the separate document entitled Role of the Chair
- To stand in for the chair if he/she is unwell/ unable to do so or conflicted for any reason and to carry out these duties in accordance with the aims set out in this document.
- To be familiar with the contents of the TCF Governance documents and key policies
- To be a sounding board for the Chair.
- To serve as an intermediary for the other trustees if needed.
- To be familiar with the whistleblowing sections of the Trustee Code of Conduct and receive whistleblowing allegations if, due to a conflict, allegations cannot be investigated by RAG or if allegations are upheld by RAG, but its recommendations need to be made to someone other than the Chair.

### **Relating to ensuring that the Trustee board fulfils its responsibilities:**

- If the Chair is unable to do so, to stand in and chair the Board meetings; ensuring that the Board functions effectively and carries out its responsibilities.
- To provide leadership for the Board, ensuring that the trustees set overall strategy and policy objectives.
- To assist the Chair to lead the Board in ensuring the Charity has a clear vision, mission and strategic plan.
- To assist the Chair in ensuring that the charity has trustees and senior staff who can govern well and add value to the charity.
- To work in partnership with the Chief Executive and the senior management team (SMT) to ensure that they achieve the charity's objectives.
- To help promote the charity to a wider audience of potential donors and beneficiaries
- To develop and ensure that Board business is conducted in an open and inclusive manner.
- To take time to understand the motivations of the trustees and to build trust within the board.
- To assist the Chair in ensuring that the trustees grow the charity in the long-term interests of current and future beneficiaries and take collective ownership of the decisions.

- In tandem with the Chair, to take reasonable steps to ensure that all relevant Trustees are given the opportunity to express their views before any important decision is taken and that decisions, when required, are clearly arrived at and recorded and their implementation monitored.
- Ensure that a strategy is in place which can guide the charity in achieving its objective.

**Relating to working in partnership with the Chief Executive, helping him/her to achieve the Charity's objectives:**

- To establish a constructive working relationship with, and provide support for, the Chief Executive.
- To liaise effectively with the other Honorary Officers and the Chief Executive to monitor and review the charity's affairs and to provide support as appropriate.
- To help to promote the organisation to a wider audience of potential donors and beneficiaries by representing the charity at functions and meetings and to act as a spokesperson as appropriate.

**Relating to ensuring that there is an effective relationship between Board and the charity's employees:**

- To ensure that the Code of Conduct for Trustees is upheld, and the contents of the document entitled "Role Description of the Board of Trustees" is followed by the board.
- With the Chief Executive, to ensure appropriate communication between the Board and employees takes place.