



Role Description for Vice-Chairperson 2024

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice-Chairperson of the Association. The responsibilities described here are additional to those set out in the Role Description for Board Members. It should also be considered alongside:
- the Role Description for the Chairperson of the Association;
 - the Association's Rules; and
 - the Association's Standing Orders.
- 1.2 In the event that the Chairperson of the Association is unable to fulfil their responsibilities, the Vice-Chairperson will carry out these duties.
- 1.3 The position of Vice-Chairperson will be elected by the Board, every year at the first meeting following the AGM.
- 1.4 There is no fixed term of office for the Vice-Chairperson, although they cannot serve for more than five years continuously. The Association encourages the rotation of the Vice-Chairperson's office as part of its approach to effective succession planning, in order to provide opportunities for Board members to develop their skills and experience. In accordance with Rule 59.11 of the Association's Rules, the Chairperson cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five-year maximum term.
- 1.5 When the Chairperson stands down, the Vice-Chairperson in post will be asked if they wish to stand for election to become Chairperson; other members of the Board are also able to stand for election as Chairperson at the same time.
- 1.6 The role of Vice-Chairperson must be carried out by a Board member, and may also be carried out by a former office bearer.

2. Role of Vice-Chairperson

- 2.1 The role of the Vice-Chairperson is to deputise, support and (where required) stand in for the Chairperson of the Association. Therefore, this role description must be read in conjunction with the Role Description for the Chairperson.

- 2.2 When known in advance, the Vice-Chairperson should ensure that they are available for any Board meeting that the Chairperson is unable to attend – e.g. where the Chairperson has booked a holiday. Close liaison with the Chairperson is a key requirement of the role.
- 2.3 The individual holding the post of Vice Chairperson will gain training and insight as to whether they would like to consider performing the role of Chairperson in the future.

3. Monitoring and Review

- 3.1 This role description will be reviewed as required, but no later than every 3 years.

September 2024

Policy Review Consultation Process

Recommended by the Finance, Audit and Corporate Governance Committee	5th September 2024
APPROVED BY THE BOARD OF MANAGEMENT ON	26th September 2024
Date of Next review	September 2027