

## Vice Chair Terms of Reference

### 1. Introduction

The Vice Chair acts as a deputy to the Chair of UKCPA and as such will take on the responsibilities of the Chair in his/her absence (see also Terms of Reference for Chair of UKCPA).

The Vice Chair is an Officer of UKCPA and has a term of office of up to two years. He/she is elected from the General Committee membership.

### 2. Skills

The Vice Chair requires skills in leadership and support. He/she should be able to communicate and work effectively with fellow UKCPA Officers, Committee members, Group Chairs and UKCPA employees in a supportive and cohesive manner, and drive the Association forward with ideas in their area of responsibility. The Vice Chair should have the ability to chair committee meetings and ideally have previous experience of holding such office.

The Vice Chair should have the ability to interpret legal and regulatory matters and advise the General Committee and Business Management Group as required. He/she should also have the ability to identify commercial and non-commercial threats and opportunities in support of the Association's objectives and brand image.

The ability to liaise with other organisations on behalf of UKCPA in a professional manner is essential.

### 3. Key responsibilities

- To support and deputise for the Chair of UKCPA when necessary and appropriate
- To support the Chair in leading UKCPA to meet the mission statement, visions and aims, and support the activities of the Association
- To be an active member of the Business Management Group, the General Committee and the Education Planning Committee and contribute to email discussions and decision making
- To maintain regular contact with the Chair, General Manager and General Secretary
- To proactively represent the Association in response to future initiatives or requests, or select a suitable representative, to ensure that UKCPA is at the forefront of professional developments.

### 4. Succession planning

The Vice Chair does not automatically succeed the Chair, but it will be desirable to view the post holder as a likely and suitable candidate. The Vice Chair should ideally hold the position of Vice Chair for at least one year before taking on the role of Chair.

## 5. Reporting and accountability

The Vice Chair reports to the General Committee and will present an annual report for the Annual General Meeting each year.

## 6. Time commitment

As a guide only, time commitment for the Vice Chair is expected to be a minimum of 40 hours per year made up as follows (excluding travel time):

BMG business:	4 hours
BMG business in the form of Education Planning Committee Steering Group:	
EPC meeting at Spring conference:	3 hours
EPC meeting at Autumn conference:	3 hours
Teleconferences (two per annual conference, at one hour each):	4 hours
Spring General Committee meeting:	6 hours
Autumn General Committee meeting:	6 hours
Business Planning Meeting (over 2 days):	14 hours