

REACHOUT WITH ARTS IN MIND

JOB DESCRIPTION

VICE-CHAIRPERSON

Grade: Director

Hours: N/A

Location: Reachout With Arts In Mind, Unit 27 & 28, Lime Tree House
Alloa FK10 1EX

Report to: N/A

Accountable To: Board of Directors

Main Duties and Responsibilities

All charity trustees have a legal requirement and responsibility under the Charities and Trustee Investment (Scotland) Act 2005 to follow the general and specific duties detailed in the Act.

The general duties are –

- You must act in the interests of the charity
- You must ensure the organisation operates in a manner consistent with the charity's purpose
- You must act with care and diligence
- You must manage any conflict of interest between the charity and any person or organisation who appoints charity trustees

The specific duties are –

- Charity details must be kept up to date on the Scottish Charity Register
- OSCR must be kept informed of all changes relating to the charity
- Financial records and reporting must be submitted each year
- Taking control of how the charity raises funds
- Information about the charity must be made public

In order to ensure the due diligence of the organisation, the role of Vice Chairman is a strategic one, where the Vice Chair supports the Chair in representing the vision and purpose of the organisation, while setting a standard of governance and financial control. Alongside the Chair, the Vice Chair plays an important part in determining the effectiveness of the Board, and the success of the organisation in achieving its goals.

(1) General

- To support the Chair, board and organisation in achieving its vision, mission and values
- To develop direction, strategy and planning for the Board and staff
- To facilitate an effective relationship between the Chair, board, staff and volunteers, and assist in resolving any conflict where necessary
- To represent the organisation when required, and to communicate the vision and purpose of the organisation
- To help ensure the organisation is run properly, responsibly and lawfully, following relevant legislation where necessary, and establishing policies and procedures where appropriate
- To ensure the charity is following the constitution and other governing documents, and that all directors and staff are aware of the legal requirements of the organisation
- Understanding any potential risks to the organisation, and planning appropriate counter-measures. These might be risks to the organisation's assets, reputation, members or staff
- Resolve any potential conflicts of interest that may arise

(2) Management

- To help plan the AGM meeting with the Chair and Executive Artistic Director, in accordance with the Memo & Arts
- To help facilitate the quarterly BoD meetings and annual AGM meeting in an efficient and orderly manner
- To ensure effective and democratic decision making, and that all actions are minuted and assigned accordingly
- Provide appropriate support to the Chair and supervision for the staff in general, and the Executive Artistic Director specifically
- To assist the Chair in overseeing the performance of the staff and conduct annual job chats where required. Ensure the Executive Artistic Director conducts or delegates annual job chats to be completed. Ensure annual employment contracts are issued.
- To help ensure provision of a duty of care to staff and volunteers
- To facilitate, oversee, conduct or delegate to the Executive Artistic Director the recruitment process of new staff where required
- To facilitate, oversee, conduct or delegate to the Executive Artistic Director redundancies and capability management processes if necessary, and where required
- To facilitate, oversee, conduct or delegate change where necessary, while ensuring an adequate level of governance and financial control over the organisation, where required

- To keep abreast of new legislation that may be relevant to the organisation
- Assist the Chair to ensure appropriate levels of clear and transparent communication, both internally and externally
- Review financial performance and budget on a regular basis, ensuring adequate financial controls are in place
- Ensure all obligations to regulators are met eg. OSCR, Companies House, HMRC
- Agree with the board the implementation of a Board induction document, and training requirements for all staff

Qualities

- A willingness to assist with the leadership of the organisation
- An ability to make and take decisions in a timely manner where required
- An ability to delegate where necessary, and take direction from the Chair as appropriate
- Display tact, diplomacy and powers of persuasion
- Good communication and interpersonal skills
- Integrity and confidentiality
- Good team player

Other Advantageous Qualities

- A knowledge of the third sector and its legal requirements
- An understanding of mental ill health and disability and the impact it can have on individuals and community

PLEASE NOTE:

The above list of duties and responsibilities is not exhaustive and a range of additional tasks may be required on an ad hoc basis.

The role of Vice Chairperson is to support and work closely alongside the Chair, assisting with the business as usual workload or any specific projects, and be able to step in to the role of Chair, should the Chair be unable to attend a meeting or fulfill his/her responsibilities. The Vice Chair should also provide an alternative perspective to support the Chair with the leadership responsibilities of the Board.