

Vice Chair

The overall role of the Vice Chair is to support the Chair of Board. You will help to provide strategic leadership and direction in order to inform the current and future needs of the organisation so that the Board fulfils its responsibilities for the overall governance of the organisation. You will possess the ability to deputise for the Chair when needed.

Key Responsibilities

- To assist the chair to maintain and develop the board of the SMCP.
- To assist the Chair to oversee compliance of charity regulations and policies and procedures.
- Chairing and facilitating board meetings in the absence of the Chair.
- To assist the chair in giving direction to board policy-making.
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate.
- Bringing impartiality and objectivity to decision-making.
- Helping organise & run board and other general meetings.
- Working closely with SMCP staff to ensure legal compliance & liaise with relevant external bodies.

Requirements:

- Must be over the age of 18.
- Previous experience on a charity board is not mandatory but applicants must have a good understanding of how a board functions.
- Must be willing to voluntarily give their time (roughly 5hrs per month or equivalent leading up to end of financial year).
- Must have a strong desire and interest in developing the community of Sale Moor.
- Must be happy to work with SMCP staff and other volunteers to shape the strategy and aims of the charity.

Where will you be based:

- All training and induction for this role can be provided in person or remotely.
- You will be required to attend board meetings every quarter which will be held in person at the community centre.

How to apply:

- If you are interested in this role, please email Liz Patel or admin@salemoorcp.org with details of how best to contact you. We will be in touch to arrange an informal meeting.