



## **Role of Vice Chair**

It is best practice for the Friends of Dawpool School (FoDS) Vice Chair role to be filled.

FoDS can have Co-Vice Chairs or Joint-Vice Chairs. In this case, both individuals are equally responsible for fulfilling the role.

## **Main purpose of FoDs Vice Chair**

The Vice Chair deputises for the Chair when necessary.

When chairing a FoDS committee's meetings, making sure everyone's views are heard, and that everyone is involved in the meeting.

They should be familiar with the constitution, model policies (if applicable), and their role and responsibilities as a committee member.

When deputising as Chair, holds the casting vote where there is a tied vote. This usually defers the decision to the following meeting, allowing committee members more time to consider and discuss the matter.

## **Duties and responsibilities of the FoDS Vice Chair**

- Prepare for meetings (with the Secretary) (if deputising)
- Invites committee members, parents, and staff to committee meetings (if deputising)
- Suggest items for the agenda
- Identifies outstanding items from the last meeting
- Prepares introductions for any new committee members attending (if deputising)
- Sets the ground rules for meetings, and makes sure they are inclusive and efficient (if deputising)
- Delegates tasks to other committee members and volunteers, and checks they're completed (if deputising)
- Liaises with the school, and requests a 'wish list' for the committee to use when deciding which projects to fund (if deputising)
- In the absence of a Chair, ensures the committee fulfils their role in respect of the governance of FoDS as set out in the constitution – for example, holding an AGM, electing committee members, working with the Treasurer to ensure annual returns are completed



- Ensures any decisions made are clear, fit the objectives of FoDS, and are made by agreement of the committee as per the FoDS constitution
- In the absence of the Chair, write the annual report for the FoDS (with the Secretary)
- If deputising or in the absence of the Chair, write the Chair's report for the AGM

### **Key skills**

- Confident and assertive – able to control meetings and call them to order when necessary, making sure everyone has an opportunity to speak
- Able to remain impartial – ensures contributions are brief and that everyone's views are respected
- Calm, friendly and approachable – as the main point of contact for FoDS for all members, the FoDS Chair must be inclusive, and make sure everyone feels welcome
- Organised and able to delegate – FoDS organise a lot of activities. The Chair should make sure the workload is shared and that tasks are completed as agreed

### **Additional information**

The Vice Chair (or any other committee member) may not step down if doing so leaves less than the minimum number of committee members required by the FoDS constitution.

With FoDS committee, make balanced and adequately informed decisions, thinking about the long term as well as the short term.

Manage FoDS resources responsibly