

Vice Chair Role Description & Specification

**Summary of Age UK City of London**

Age UK City of London is the charity for older people in the square mile. Our focus is on enhancing wellbeing and building social connections so that people can enjoy growing older in this amazing city. Each year, AUKCL helps hundreds of older people to maintain an active independent life, develop new friends and interests, and make the most of living in the heart of London.

We work co-productively with older people and volunteers and enjoy close collaboration with a number of City companies who bring value through corporate volunteering, fundraising and by supporting our work in other ways.

We are looking for a Vice Chair who is passionate about, works or lives in the City of London.

**Responsibilities**

* To assist the Chair in providing leadership and direction to the board of Trustees and enables the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation, understanding the current pace of change in the charity sector and operating governance structures that enable agile approaches and timely decision making.
* Ensures that the organisation pursues its objects as defined in its governing document, charity law, company law and other relevant legislation/regulations.
* Works in partnership with the Chair/CEO/Senior Management Team to support the staff, helping them achieve the aims of the organisation and to optimise the relationship between the board of Trustees and the staff.
* Assisting the Chair to facilitate the board of trustees in stimulating excellent, well-rounded and carefully considered strategic decision-making.
* Engage the board of trustees in activities and promotion of the organisation.

**Main Duties of the Vice Chair**

*In relation to the Board:*

* Chairing Trustee Meetings and attending events when the Chair is absent
* Work with the Chair and CEO to facilitate the development of strategic plans and ongoing regular review of the longer term strategic aims of the charity.
* Develop organisational policies, define goals, targets and evaluate performance against agreed targets.
* Working alongside the Chair, approve the annual cycle of the board meetings, meeting agendas; chair and facilitate meetings, monitor decisions taken at meetings and ensure they are implemented.
* Liaise regularly with the Chair and Treasurer to maintain a clear grasp of the charity’s financial position and to ensure full and timely financial transparency and information disclosure to the Board.
* Lead and mentor other Board members to fulfil their responsibilities and enable access to training/coaching/information to enhance the overall contribution of the board.
* Annually review the Board structure, role, staff relationships and ensure implementation of agreed changes/developments are carried out.
* Encourage team working among Board members and encourage them to identify potential new trustees from within their networks, as required.
* Create a strong, profitable and fulfilling working relationship with trustees and the Chief Executive through review and self-reflective evaluation of the contributions and effectiveness of the board.
* Encourage the board to put mission before organisation, placing greater value on impact and being open-minded as to how this can be achieved.

*In relation to the Chief Executive Officer (CEO)*

* In participation with the board, appoint the CEO and lead the process of supporting, appraising and constructively guiding the performance of the CEO.
* Assume guardianship of the legal and financial integrity of the organisation.
* Consult with CEO on matters of strategy, governance, finance and HR alongside the Chair.
* Oversee the CEO’s activities in the context of the implementation of the Board’s strategy and policies alongside the Chair.
* Maintain careful oversight of any risk to reputation and/or financial standing of the organisation, whilst understanding the potential need for a greater risk appetite when considering new ways of working.
* Receive regular informal progress reports of the organisation’s work and financial performance through the CEO.

*In relation to the community and code of conduct*

* Represent the organisation as a spokesperson at appropriate events, meetings or functions.
* Protect and manage the property of the organisation.
* Lead the Board in fostering relations with potential clients, funders/donors and new partners.
* Develop an effective network and undertake networking activities to further promote the charity
* Act as final stage adjudicator for disciplinary and grievance procedures if required.
* Identify and address conflict within the Board of Trustees and within the organisation and liaise with the Chief Executive to achieve this.
* Undertake review of external complaints as defined by the organisation’s complaints procedure.
* Ensure adherence and compliance around key policies to e.g. Equality of Opportunity, Health & Safety and in all decisions and discussions of the Board and its sub-committees.
* Attend and be a member of other committees or working groups when appropriate in role as Vice Chair.
* In order to perform the above role, the Vice Chair should have reasonable access to all staff and information, in line with the board’s fiduciary duties.

**Personal Specification**

*Essential:*

* Understanding and acceptance of the legal duties, responsibilities and liabilities of Trusteeship and adherence to the accepted principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
* Commitment to the charity’s objects, aims and values and willingness to devote time to carry out responsibilities.
* Strategic and forward-looking vision in relation to the charity’s objects, aims and impact.
* Good independent judgement and the ability to think creatively in the context of the organisation and external environment.
* Good communication and interpersonal skills and the ability to respect the confidences of colleagues, balancing tact and diplomacy with a willingness to challenge and constructively criticise.

*Desirable:*

* Prior experience of committee/trustee work, including experience of chairing meetings, committee work, some experience of charity finance, charity fundraising.
* Knowledge of the type of work undertaken by the organisation.
* A wider involvement with the voluntary sector.
* Leadership skills exercised through a period of change.

**Time Commitment**

The Board meets 4 times a year, to be available to the Chair/CEO if required and to attend extra meetings as and when needed. We also encourage the Chair and Vice Chair to meet on a regular basis.

**Expenses**

All Trustees are entitled to claim reasonable travel and subsistence expenses in carrying out their duties as outlined in the Volunteer Expenses Policy. Any Trustee or connected person cannot be employed or receive payment from the charity or any other financial benefit other than reasonable agreed honorariums payments in line with the memorandum and articles of association.

This Document is to be read in conjunction with the Memorandum and Articles of Association.