

# VENTURE HOUSING ASSOCIATION LIMITED

## ROLE DESCRIPTION FOR THE VICE-CHAIR OF THE BOARD

### Purpose of the Role

Work in partnership to contribute relevant experience, expertise and insight to add value in the creation of strategy and policy to ensure the longer-term viability and sustainability of the Association. To ensure that business decisions are made to facilitate achievement of strategy whilst ensuring that the views and interests of all stakeholders are represented at strategic level.

### Main Tasks and Obligations

Specific responsibilities associated with the role of Vice Chair of the Board, in addition to those of Board Members (set out in Role Description of Board Member document), will vary depending on the particular skills experience and knowledge of the incumbent. In the case of Cllr L Baldock, current Vice Chair, these are:

- Delegated responsibility from the Chair for ensuring compliance with all aspects of Governance and advising the Board on 'best practice' in this area;
- As Board champion for Equality & Diversity;
- Being a resource to the Chair to undertake any other delegated responsibilities, which from time to time may be required;
- Providing short-term cover for the Chair, as required;
- Maintaining a detailed understanding of the work of Board Committees, in particularly the Scrutiny Committee and Finance Committee.
- Support the chair
- Chair Board Meetings in absence of Chair
- The Vice-Chair is the authorised person to investigate and respond to complaints against the Association's Chair at Stage 2 of Venture's formal Complaints Procedure.

## **PERSON SPECIFICATION – VICE-CHAIR OF THE BOARD**

### **Essential Requirements**

It is essential that the Vice Chair of the Board is able to:

- commit, on average, the equivalent of approximately 220 hours per annum to the work of the Board;
- attend all meetings of the Board, the Scrutiny Committee, the Chairs' Forum and other Committee Meetings, as appropriate.

### **Key Competencies**

In addition to the competencies of a Board Member (set out within Person Specification of Board Member document), the competencies of the Chair of the Board should include:

- Leadership ability and commitment to the Association's mission and strategic vision;
- The ability to manage meetings effectively, encouraging all participants to contribute and reach consensus;
- The ability to manage complex organisations and delegate effectively;
- Confidence in public, with the energy and enthusiasm to role model the values of the Association effectively.