



Role Description for the Vice Chair

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Our Vision, Our Values, Our Strategic Objectives

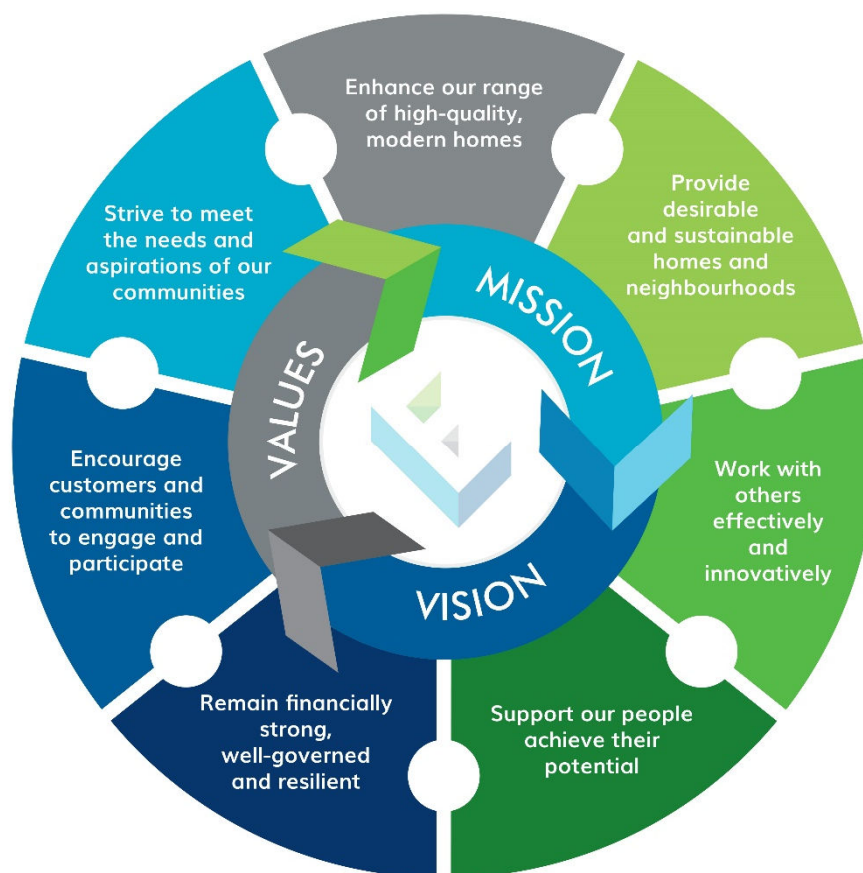
Our Vision

A vibrant neighbourhood where everyone can prosper.

Our Values

Caring, Reliable, Fair, Open and Adaptable

Our Strategic Objectives



Equality and Diversity Statement

Elderpark Housing are committed to ensuring people or communities do not face discrimination or social exclusion due to any of the following protected characteristics: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion and belief; sex or sexual orientation.

This document complies with our Equality and Diversity Policy.

We will regularly review this Policy and consider any equalities implications taking the necessary action to address any inequalities (either directly or indirectly) that result from the implementation of this Policy.

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1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Elderpark Housing. The responsibilities described here are additional to those set out in the governing body members' (GBM) role description. It should also be considered alongside:
 - the Role Description for the Chair of Elderpark Housing;
 - Elderpark Housing's Rules; and
 - Elderpark Housing's Standing Orders.
- 1.2 In the event that the Chair of Elderpark Housing is unable to fulfil their responsibilities, the Vice Chair will carry out these duties.
- 1.3 The position of Vice Chair will be elected by the governing body, every year at the first meeting following the AGM.
- 1.4 There is no fixed term of office for the vice-chair, although they cannot serve for more than five years continuously. The association will consider how best to ensure that succession planning is considered within the Management Committee, this may include looking at the length of time for a Vice-Chair to be in post, considering having more than one Vice Chair at any given time and how committee members move from existing role into office bearer positions.
- 1.5 When the Chair stands down, the Vice Chair in post will be asked if they wish to stand for election to become Chair; other members of the GB are also able to stand for election as Chair at the same time.
- 1.6 The role of Vice Chair must be carried out by a governing body member, and may also be carried out by a former office bearer.

2. Role of Vice Chair

- 2.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of Elderpark Housing. *Therefore, this role description must be read in conjunction with the Role Description for the Chair of Elderpark Housing.*
- 2.2 When known in advance, the Vice Chair should ensure that they are available for any governing body meeting that the Chair is unable to attend – e.g. where the Chair has booked a holiday. Close liaison with the Chair is a key requirement of the role.
- 2.3 The individual holding the post of Vice Chair will gain training and insight as to whether they would like to consider performing the role of Chair in the future.

3. Monitoring and Review

- 3.1 This role description was approved by the governing body in March 2026. It will be reviewed not later than March 2031.