

### 3. Role Description for Vice Chair of Yorkhill Housing Association

#### 1. Introduction

1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Yorkhill Housing Association

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 Yorkhill Housing Association.
- Yorkhill Housing Association's Rules; and
- Yorkhill Housing Association's Standing Orders.

1.2 In the event that the Chair of Yorkhill Housing Association 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 The role of Vice Chair must be carried out by an elected 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 Yorkhill Housing Association. **Therefore, this role description must be read in conjunction with the Role Description for the Chair of Yorkhill Housing Association.**

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, for example, 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 last reviewed and approved by the Governing Body on 26 September 2024. It will be reviewed not later than September 2025.