



Bridgewater Housing Association Policy

Policy name	Vice Chair Role Description
Policy category	Corporate (GOVERNANCE)
Policy number	CS11
Date adopted	2009 – FOG
Last review	2019
This review	September 2023
Next review	September 2024
Equalities impact assessment required	No
Links to other documents	<ol style="list-style-type: none"> 1. Standing Orders 2. Scheme of Delegation 3. Code of Conduct 4. Rules of the Association 5. Entitlements, Payments and Benefits Policy.
Consultation	n/a

1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Bridgewater 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
 - Rules; and
 - Standing Orders.
- 1.2 In the event that the Chair of Bridgewater 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 In accordance with Rule [59.11] of Bridgewater's Rules, the Chair cannot serve a continuous term of more than five years. There is no expectation that the Chair must serve the full five-year maximum term.
- 1.5 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. SHR Standards of Governance and Financial Management

- 2.1 This policy is intended to provide additional assurance to the Board of Bridgewater Housing Association that it is complying with:

Standard 1

The governing body leads and directs the RSL to achieve good outcomes for its tenants and other service users.

3. Role of Vice Chair

- 3.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair. Therefore, this role description must be read in conjunction with the Role Description for the Chair.
- 3.2 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.
- 3.3 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.

4. Policy Availability

- 4.1 This document can also be provided in large print, braille, audio, or other non-written format and in a variety of languages, on request.

5. Monitoring and Review

- 5.1 This role description was approved by the governing body on 27th September 2023. It will be reviewed annually after the AGM.