



**Torquay
Community
House**

respect • equality • inclusion

Role Description – Vice Chairperson Policy

Approved/effective date	190820
Due for review	190823

Prime Role

The Vice Chairperson provides support to the Chairperson to work cooperatively to achieve agreed goals. In the Chairperson's absence or at the Chairperson's request will preside as Chairperson at Board meetings or General meetings and deputise for the Chairperson as required.

These specific responsibilities are in addition to those in the role description for Ordinary Members of the Board.

Election and Term

The Vice Chairperson is directly elected by the members of the Committee of Governance at the Annual General Meeting each year and holds a one-year term.

Remuneration

The role is a volunteer position and no member of the Board shall receive any form of remuneration in return for performing his or her duties in the conduct of the Association.

Board Members may be reimbursed for actual incidental expenses incurred in the performance of their duties on behalf of the association.