

## **Role Descriptor for position of Vice Chair**

This is a 6-year commitment because the person appointed serves 2 years as Vice Chair, followed by 2 years as Chair and finally, 2 years as Executive Assistant. Therefore, nominations for this role are essentially for the role of Chair 2 years hence.

The role of **VICE CHAIR** carries the responsibility to:

- attend Executive meetings and the Annual General Meeting
- deputise for the Chair when necessary at meetings of the Executive
- contribute appropriate time, support and skills to fulfilling the key roles of the NASACRE Executive Committee
- undertake representative work on behalf of NASACRE as required, to provide advice and updates on the association's work
- support the Editor of SACRE Briefing and contribute regularly

On becoming **CHAIR** the person appointed will:

- chair Executive meetings and the Annual General Meeting
- prepare, in partnership with the Secretary, agendas for meetings
- represent NASACRE on national organisations such as the REC and at events relating to the work of NASACRE; this may involve the preparation and delivery of presentations
- respond as necessary to correspondence and emails addressed to NASACRE
- speak at meetings to provide advice and updates on NASACRE's work
- contribute articles for the NASACRE website and *SACRE Briefing*

On becoming **EXECUTIVE ASSISTANT to the CHAIR** the person appointed will support and advise the Chair by:

- attending Executive meetings and the Annual General Meeting
- undertaking representative work on behalf of NASACRE as required
- working with the Chair to contribute items for the NASACRE website and *SACRE Briefing*