



CEIS

## CEIS Group Vice-Chair Job Specification

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<b>Remuneration</b>	The role of Vice-Chair is not remunerated in line with OSCR guidance although expenses may be claimed
<b>Time commitment</b>	The CEIS Group Board meets four times each year. Additional attendance at subgroups will be required along with any requirements to deputise for the Group Chair
<b>Reporting to</b>	CEIS Group Board

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## Purpose

### **The role of Vice-Chair has a strong focus on ensuring adequate oversight of Group-wide operations by the Group Board.**

Specific responsibilities of the Vice-Chair include:

- Working to maintain a strong awareness of CEIS Group-wide business amongst the Group Board
- Deputising in the Chair's absence to chair group board meetings, attend events or meetings with key stakeholders
- Chairing subgroup/s as authorised by the Group Board
- Working closely with the CEO and Company Secretary to deliver the remits of any subgroup chaired
- Acting on any responsibilities devolved to the Vice-Chair by the Group Board

The post is not one of "Chair in Waiting", as the CEIS constitution requires the election of the Chair by the Group Board.

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## CEIS Group Vice-Chair Person Specification

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<b>Knowledge</b>	<ul style="list-style-type: none"><li>- Operational reporting and use of Key Performance Indicators</li><li>- Risk and change management</li><li>- Legal responsibilities as an employer</li><li>- Economic development/regeneration/social enterprise policy environment in which CEIS operates</li><li>- Resolving challenging situations, resolving conflict</li><li>- Legal duties, responsibilities and liabilities of being a charitable Director and Trustee</li><li>- Understanding of the role of governance and HR in organisational leadership</li></ul>
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<b>Experience</b>	<ul style="list-style-type: none"><li>- Management of senior staff members</li><li>- Programme and project management and reporting</li><li>- Chairing formal meetings</li><li>- Trustee or Director of a governing body</li><li>-</li></ul>
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<b>Skills</b>	Strategic vision/creative thinking/good, independent judgement/presentations and public speaking/report writing
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### Personal qualities and behaviours

<b>Motivation and style</b>	Altruism / sense of humour / empowering / collaborative / sociable / approachable
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<b>Personal attributes</b>	Bright / intelligent / confident / reflective / listener / organised / focused / open / innovative
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<b>Capacity to lead</b>	<ul style="list-style-type: none"><li>- Committed to the organisation and mission</li><li>- Clarity of role and direction</li><li>- Can see and describe the 'big picture'</li><li>- Capable of clarifying issues</li><li>- Capable of handling contentious issues</li><li>- Achieving consensus</li><li>- Devotes enough time to the organisation</li></ul>
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<b>Ability to relate</b>	Flexible / at ease with people of all types / non-judgemental / calm
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**Advancing the  
organisation  
externally**

- Willing to use connections to advance the organisation
  - Possessing connection and influence with key people
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