

**Role Title:** Vice-Chair of Trustees

**Location:** Meetings usually held remotely with occasional face-to-face meetings in the south of Wales

**Responsible to:** Chair of Board of Trustees

#### 1. Duties of Vice-Chair

- Support the work of the Chair in delivering the key responsibilities of:
  - Providing leadership to the charity and the Board of Trustees
  - Ensuring that the charity continues to meet its charitable aims
  - Ensuring that meetings take place regularly and are effective
  - Communicating and engaging with key stakeholders
- Together with the Chair, develop and maintain effective relationships with other Board members and the staff/volunteers of Hub Cymru Africa who provide the secretariat for the Board
- Deputise for the Chair in leading the Board and acting as spokesperson for the Charity as required
- In the absence of the Chair, lead the Board meetings ensuring:
  - A balance is struck between timekeeping and space for discussions
  - Business is dealt with and decisions made
  - Decisions, actions and deliberations are adequately recorded in the minutes
  - The implementation of decisions is clearly assigned and monitored.

#### 2. General duties as a Trustee

- To work with the Chair and other Trustees to shape and deliver the organisations strategy and annual plan
- To ensure that the work of the charity complies at all times with high standards of governance in accordance with the requirements of charity law, best practice and any other relevant legislation or regulations
- Prepare for and participate fully in board meetings and workshops
- To apply specific skills and knowledge to the work of the charity, enriching the debate and actively contributing to delivering the charitable aims
- To provide advice to the Board on areas where the trustee has specific experience and expertise
- To take the lead on specific pieces of work as agreed with the Chair
- To promote the work of Wales and Africa Health Links Network.

#### 3. Personal qualities

- Possesses tact, diplomacy and powers of persuasion
- Possesses relevant knowledge
- Has the relevant skills and experience to run a meeting well.

## 9. Time commitment

The minimum core requirements are:

- 6 half-day Board meetings each year (including one hour AGM)
- Annual Strategy 'away-day'
- Annual review meeting with Chair (<1 hour annually)
- Communication between meetings.

The Vice-Chair may also be required to attend ad-hoc stakeholder meetings with or on behalf of the Chair.

## 10. Remuneration

The role of Chair, Vice-Chair and Trustees are not accompanied by any financial remuneration. This is a wholly voluntary commitment.