



**Muirhouse  
Housing  
Association**

**Role Description for Vice Chair**

**September 2021**

## 1. Introduction

- 1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Muirhouse Housing Association (MHA). 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 of MHA;
  - MHA's Rules; and
  - MHA's Standing Orders.
- 1.2 In the event that the Chair of MHA 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 59.10 of MHA'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 When the Chair stands down, the Vice Chair in post will be asked if they wish to stand for election to become Chair.**
- 1.6 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. Role of Vice Chair

- 2.1 The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of MHA. **Therefore, this role description must be read in conjunction with the Role Description for the Chair of MHA.**
- 2.2 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.
- 2.3 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.

## 3. Monitoring and Review

- 3.1 This role description was approved by the governing body on 27<sup>th</sup> September 2021 and will be reviewed no later than September 2024.