Role Description for Vice Chair

Role Description for Vice Chair of Yorkhill HA

1. Introduction

1.1 This role description sets out the particular duties and responsibilities that attach to the Vice Chair of YHA. 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 YHA;
- YHA's Rules; and
- YHA's Standing Orders.

1.2 In the event that the Chair of YHA 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 There is no fixed term of office for the vice-chair, although YHA encourages the rotation of the vice-chair's office as part of its approach to effective succession planning, and in order to provide opportunities for GBMs to develop their skills and experience.

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; other members of the GB are also able to stand for election as Chair at the same time.

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 YHA. Therefore, this role description must be read in conjunction with the Role Description for the Chair of YHA.

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 to ensure they are able to carry out the role in the Chair's absence.

3. Monitoring and Review

3.1 This role description was approved by the governing body on 8 October 2026. It will be reviewed not later than October 2027.