



FOYH Vice Chairman Role Description

Purpose of the Role

The responsibilities of the Vice Chair cover two areas: those as a Trustee and those specifically designated to support the role of the Chairman.

Key Responsibilities

- Provide advice to help the Friends develop and support programmes of work and projects that meet our Objects within the Hospital and the wider community
- Ensure the Friends has processes in place to understand the external context, local and community issues, NHS/Hospital constraints and future plans for the re-development of the hospital and its community services
- As a member of the Strategy Sub Committee work with the chair and members to Identify and develop key strategic partnerships, including the Primary Care Trust, CCG, NHS, local authorities, and community groups
- Work with:
 - the Chairman and Media and Comms Chair to foster good relations with Friends and stakeholder groups and agree respective roles in representing the charity at public functions, public meetings and to the press/media
 - the Trustee Friends to review ways to support the membership of the Friends of the Yeatman Hospital and better involve Friends in our work
 - the Hon Treasurer to ensure financial viability
 - the Hon Secretary to ensure good governance
- Deputise for the Chairman in his/her absence and provide support and assistance to the chairman in carrying out their responsibilities, acting as a 'critical friend' and sounding board.
- Take on specific assignments from the chair, such as inducting new trustees
- Being open to approaches, where appropriate, from other trustees about the work or judgement of the chair. The vice-chair will then discuss any issues arising with the chair.

Personal experience, skills, and qualities

- Leadership skills
- Experience of committee work
- Facilitation skills
- Tact and diplomacy
- Fairness and the ability to respect confidences
- Time to perform role effectively
- Knowledge of the aims of the Friends and a willingness to keep ahead of the changes to external environment and political landscape that take place.
- Understanding and acceptance of the legal duties, responsibilities, and liabilities of trusteeship <https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>
- Application of the “Nolan Committee’s seven principles of public life”: selflessness, integrity, objectivity, accountability, openness, honesty, and leadership <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

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