



"Championing the Peak District National Park"

Charity Registration number: 1166407

Twitter: [@CHAMPIO51749703](https://twitter.com/CHAMPIO51749703)

Role and Person Specification of Vice Chairperson

We are going through an exciting period and require a dedicated person who will join the Board and help to strengthen our Board of Trustees. The role of Vice Chairperson is to support the Chairperson and Trustees in the strategic operation and management of the charity. The Chairperson would also stand in for the Chairperson in his/her absence.

We welcome applications from people who have a lived experience – with an understanding of working with Black Asian and Minority Ethnic communities and the importance this brings to building a sustainable organisation that is truly beneficial for the needs of the community.

Vice Chairperson role would include:

- Chairing meetings or sub-committee meetings – when necessary
- Attending regular Board meetings, usually bi-monthly (some meetings are held via video-conferencing)
- Attending Annual General meetings and occasional extraordinary meetings
- Taking the lead on strategy projects – as authorised
- Promoting good governance and help develop policies and procedures
- Acting as a spokesperson where required
- To have an enthusiasm for the work of Peak District Mosaic and the time and commitment to carry out duties as a Board member
- Attending meetings on behalf of the Chairperson, when necessary
- Representing PDM at local, regional and national level (functions, meetings or contact with the media)
- Being confident to support the Treasurer
- Assisting with the preparation of Reports for funders
- Assisting with the preparation and presentation of the Annual Report
- Assisting in evaluating the Board's performance
- Perform any additional duties commensurate with the role of Vice Chairperson

Person Specification

- The ability to stand in for the Chairperson and chair meetings effectively
- Someone who has a commitment to the aims and objectives of Peak District Mosaic in promoting it in the best interests of its stakeholders
- A commitment to fulfill the duties outlined above, as necessary
- Strategic vision and understanding
- An ability to think creatively
- An understanding of legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as part of a team, contributing an independent perspective
- Possess integrity, objectivity, accountability and honesty
- The applicant must be legally eligible to stand as a registered Charity Trustee
- Ideally, the successful applicant will have had experience of work (voluntary or paid)