

Vice Chairman Role Description

Please note that the Senior Independent Director may be appointed to undertake the role of Vice Chairman.

1. Summary of the Role

The NHS Foundation Trust Constitution requires the Council of Governors (the Council) to appoint a Vice Chairman to deputise for and support the Trust Chairman.

2. Duties and Responsibilities

Board of Directors

The Vice Chairman shall normally preside at meetings of the Board of Directors in the following circumstances:

- a) when the Trust Chairman is unavailable to Chair;
- b) on occasions when the Trust Chairman declares a pecuniary interest that prevents him from taking part in the consideration or discussion of a matter before the Board of Directors.

Council of Governors

The Vice Chairman shall normally preside at meetings of the Council in the following circumstances:

- a) when there is a need for someone to have the authority to chair any meeting of the Council when the Chair is not present;
- b) when the remuneration, allowance and other terms and conditions of the Trust Chairman are being considered;
- c) when the appointment of the Trust Chairman is being considered, should the current Chairman be a candidate for re-appointment;
- d) on occasions when the Trust Chairman declares a pecuniary interest that prevents him from taking part in the consideration or discussion of a matter before the Council.

The Vice Chairman shall not be a member of the Council.

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3. Conditions of Office

3.1 The Vice Chairman shall be appointed (and, where necessary, re-appointed or removed) by the Council.

3.2 The term of office for the Vice Chairman shall be the same as the term of office for which the Non-Executive Director (holding office as Vice Chairman) has been appointed to the Board of Directors.

3.3 In addition to this Role Description, the Vice Chairman shall comply with the Role Description for Non-executive Directors and any Code of Conduct or other relevant policies approved by the Council.

Approved by the Board of Directors on 6 November 2014

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