



MANAGEMENT COMMITTEE

Vice Chair Role Description

Role Description of the Vice Chair of the Management Committee

The Vice Chair shall be elected for a term of one year by the Management Committee. The role of the Vice Chair is vital to the good governance of the Pupil Referral Unit and it is important for individuals to commit sufficient time to undertake the role. The Chair will carry out an annual review of the Vice Chair as is the case for all Members.

The Vice Chair and the Governance Clerk will support the Chair:

- To ensure effective functioning of the Management Committee.
- To set the highest of expectations for professional standards of governance.
- To encourage the Management Committee to work together as an effective team, building its skills, knowledge and experience.

Purpose of the Role

The role of the Vice Chair is to support the Chair and act in the Chair's absence. This means not only stepping in to chair occasional meetings, but also to maintain a strategic overview and be prepared to lead on key issues when the Chair is not present at Management Committee meetings.

The Vice Chair shall assist the Chair by:

- Developing an effective working relationship with the Chair, Governance Clerk and Headteacher.
- Understand and focus on the strategic oversight and issues of the Pupil Referral Unit and the way it integrates with the wider community.
- Act as deputy to the Chair when the Chair is unable to attend a meeting or function or attend to a matter of business requiring his/her involvement.
- Know and understand the role and responsibilities of the Chair.
- Act as confidant to the Chair in matters that the Chair wishes to discuss regarding the work of the Management Committee and the Pupil Referral Unit.
- In the Chair's absence exercise a second or casting vote where there is an equality of votes on any issue referred to a vote at a Management Committee meeting.
- In the Chair's absence exercise, in cases of urgency, any specific authority delegated to the Chair by the Management Committee and to ensure that such action is reported to the Management Committee for information at its next meeting.
- At times when the office of the Chair is vacant act as Chair for all purposes.
- Provide deputy leadership for the Management Committee and support the Chair in developing the Management Committee as a team.
- Chair a subcommittee to aid the succession planning of the Management Committee.
- Seek to promote the best interests of the Pupil Referral Unit wherever possible, be its ambassador, and represent it at meetings, presentations, training and conferences.