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**ROLE DESCRIPTION**

**Vice-chair of Older Citizens’ Advocacy York (OCAY)**

**Overall role**

In addition to the general responsibilities of a trustee, the overall role of the Vice-chair of Trustees is to:

* Assist the Chair in providing leadership and direction to the Management Committee of Trustees, enabling them to fulfil their responsibilities for the overall governance and strategic direction of OCAY
* deputise for the Chair at committee meetings, other meetings and events, or as circumstances arise
* chair particular standing or sub-committees or working groups
* act in other specialised capacities where appropriate
* represent OCAY on other bodies where appropriate
* support the Chair in the induction of new trustees

**Additional duties of the Vice-chair:**

These will mirror those of the Chair, combined with some specialist knowledge / expertise as required. Specific duties will be agreed between the Chair and Vice-chair, with the approval of the Management Committee.

**Key qualities**

* a knowledge of and commitment to the work of OCAY
* secure understanding of the strategic role of trustees
* good meeting and presentation skills
* supportive and confident leadership style
* strong understanding of monitoring and evaluation and their importance to the success of the organisation