

Peterborough & District Family History Society

Job Description for the Vice-Chair

Note: It is generally expected that whoever fulfils the role of Vice-Chair would take over the office of Chair if he/she is temporarily unable to undertake the role due to e.g. holidays or sickness, or on an official longer term basis as the Chair if the Chair position is vacant.

The Vice-Chair is an Honorary Officer of the Society.

The Vice-Chair shall be elected annually by the membership at the Annual General Meeting.

The Vice-Chair will chair any of the monthly or Committee meetings that the Chair is unable to attend.

The Vice-Chair will assist the Chair whenever required and undertake special projects as agreed with the Chair.

The Vice-Chair will shadow the Chair to enable them to understand the duties, responsibilities and all other aspect of the Chair's role.

SKILLS

- To have organisational skills;
- To have oral and written communication skills;
- To possess tact, discretion and respect for confidentiality;
- To have the ability to both lead and work as part of a team;
- To be able to chair both committee and general meetings;
- To be flexible.