



LUNDY FIELD SOCIETY

for the study and conservation of a unique island

Established 1946
Registered Charity 258294
www.lundy.org.uk

Vice Chair Role Description

Main Duties and Responsibilities

- Attend in person or online committee meetings (4 times each year)
- Attend the AGM
- Abide by the committee code of conduct
- Take an active part in the decision-making processes of the Society
- Carry out the Chair's duties in his or her absence or as requested by the Chair
- Providing support and assistance to the Chair in carrying out his or her responsibilities
- Taking on specific responsibilities as agreed, including taking part in sub-groups as appropriate
- Being open to approaches, where appropriate, from other Members about the organisation and operation of the committee

Skills requirements

- Excellent communication and interpersonal skills
- Good leadership skills
- Experience of committee work
- Tact and diplomacy
- An understanding of procedural issues and a good knowledge of planning
- Impartiality, fairness and the ability to respect confidences

Although not a requirement of the role, the Vice Chair can be an opportunity to succeed the Chair when they retire.

Belinda Cox - October 2023