

National Back Exchange - Vice Chairman Job Description and Procedures



See also *Calendar of Events*

No.	Task	Timescale	Procedure
1.	Contribute to the Personal and Professional Management of Executive Committee	Ongoing	<ul style="list-style-type: none"> In the absence of the Chairman, to make contact with all members of the Executive Committee and Column Editor once a week via email or telephone In the absence of the Chairman, to ensure that the committee members are supported in their roles, by assisting them to operationally manage the association.
2.	Maintenance of Operational Cover	As required	<ul style="list-style-type: none"> During periods of annual leave or absence of the Chairman, ensure that a nominated officer(s) undertakes delegated roles, to ensure that a professional service to the membership is maintained.
3.	Raise the Profile of NBE	Ongoing	<ul style="list-style-type: none"> Agree with the Executive Committee and, through liaison with the Chairman, attend conferences and events to promote the aims and objectives of the association and to represent NBE To attend agreed external committees
4.	Strategic Management of NBE	Business Planning meeting and as required	<ul style="list-style-type: none"> In the Chairman's absence, to chair the business planning meetings and action the agreed outcomes to strategically and operationally develop NBE In the Chairman's absence, oversee the operational management of NBE In the Chairman's absence, oversee the financial management of NBE
5.	Contribute to the Management of the Administration Office	Weekly and as required	<ul style="list-style-type: none"> In the absence of the Chairman, to ensure the Secretary effectively manages the Administration Office
6.	Production of Documented Officer's Report	Prior to each Executive Committee Meeting	<ul style="list-style-type: none"> Prepare a written report and forward to the National Secretary a minimum of fourteen days prior to each National executive meeting
7.	Executive Committee Meetings	7 meetings per year	<ul style="list-style-type: none"> In the absence of the Chairman, to chair Executive Committee meetings and liaise with the National Secretary on agenda items, venue and timings, ensuring meetings are quorate

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8	Annual General Meeting	September	<ul style="list-style-type: none"> • In the absence of the Chairman, to Chair the Annual General Meeting • In the Chairman's absence, ensure that the outcomes from the AGM are actioned within the agreed timescales
9	Conference	Ongoing	<ul style="list-style-type: none"> • In the absence of the Chairman, liaise with the Conference Co-ordinator to ensure that conference planning and procedures are being followed
10	Complaints Procedure	As required	<ul style="list-style-type: none"> • In the absence of the Chairman, ensure that any complaints received are dealt with according to the documented complaints procedure
11	Disciplinary and Grievance Procedure	As required	<ul style="list-style-type: none"> • In the absence of the Chairman, ensure that any disciplinary matters are dealt with according to the documented disciplinary and grievance procedure.
12	Whistle Blowing Policy and Procedure	As required	<ul style="list-style-type: none"> • In the absence of the Chairman, ensure that any concerns are dealt with fairly, thoroughly and in accordance with the Whistle Blowing Policy and Procedure
13	Fraud Policy	As required	<ul style="list-style-type: none"> • In the absence of the Chairman, support and advise the Treasurer and National Executive Committee throughout the course of any investigation into alleged fraud, in accordance with the Fraud Policy
14	Risk Management Strategy	Ongoing	<ul style="list-style-type: none"> • In the absence of the Chairman, to take overall responsibility for the Association's risk management programme
15	Advice to Membership	As required	<ul style="list-style-type: none"> • In the absence of the Chairman, reply to letters from the membership within 5 working days, or if the letter needs further discussion and referral, to notify the sender of the action plan within 5 working days of receipt • Reply to telephone/ email requests with 24 hours of receipt

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16	Logo Applications	As required	<p>There may be requests from individuals or groups to use the National Back Exchange logo. In the absence of the Chairman to:</p> <ul style="list-style-type: none"> • Review the application and inform applicant of the decision made, copy to administration office. • Send logo in the format required to successful applicants. • Maintain records and forward a copy to the Administration Office
17	Group Guidelines	November	In the absence of the Chairman, liaise with the National Secretary, on any updates required for the group guidelines relating to the NBE constitution
18	Press Releases/ Position Statements	As required	In the absence of the Chairman, liaise with the Public Relations Officer in order to release press or position statements in line with agreed guidelines
19	Retain copies of all National Back Exchange Strategic & Operational Documents	Monthly	To forward copies of all correspondence to the Administration Office for safe keeping
20	Responsible for overseeing production of Column and act as Executive Link	Ongoing	<ul style="list-style-type: none"> • Oversee the production of Column through liaison with the Column Editor
21	Professional Conduct	Ongoing	In accordance with the Nolan Principles of Public Life, to declare any potential conflict of interest, before the item is discussed at an Executive Committee meeting.
22	Mentorship	On retirement	Prior to retirement from the post, to actively recruit a successor and to provide mentorship to the successful applicant from the Annual General Meeting at which they are elected to the Business Planning Weekend the following February.