C6 Steering Committee Vice-Chair Role Description and Person Specification

The Steering Committee (SC) Vice-Chair role is to prepare for the potential role as SC Chair and to support/deputise for the SC Chair when required. The SC Chair has a strategic role to play in promoting, representing the vision and purpose of BTOG and growing the BTOG membership. The SC Chair ensures that the steering committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out in an impartial manner.

Please also refer to Policy C5 Steering Committee Chair Role Description and Policy C8 Succession Planning.

**Time Commitment:** The role of SC Vice-Chair could require a commitment of 0.5-1.0 PA (programmed activities) per week. Reimbursement: This is a voluntary post with no remuneration. Please also refer to the BTOG Executive.