



Role Description

Vice Chairperson

Role Title:	Vice Chairperson
Responsible to:	The Chairperson and the Board of Trustees
Position:	Voluntary

Overview:

The Friends of York Hospitals (FOYH) is a Charitable Incorporated Organisation (CIO) whose objective is to preserve, enhance and protect the health of patients of the York Hospitals by providing and assisting in the provision of facilities, support services and equipment not normally provided by the statutory authorities.

Main duties and responsibilities:

- To provide support to the Chairperson and Board of Trustees
- To contribute actively to all activities of the CIO
- To provide leadership to the CIO and to ensure that the CIO operates within its charitable objectives
- To work with the Chairperson in establishing a strong, constructive and effective working relationship with the Board of Trustees, administrative staff and volunteers
- To act, as agreed by the Chairperson, and Board of Trustees as an Ambassador for the CIO
- At all times must safeguard the good name of the CIO and ensure compliance with current legislation and Charities Commission good practice guidelines
- May, with the agreement of Trustees present, chair a Trustee meeting in the absence of the Chairperson

These duties are in addition to the duties of a Trustee of the CIO as outlined in the Role Description for a Trustee

Person specification

Essential criteria

- A track record in leadership at management level
- A willingness to be available to staff for advice and enquiries on an ad hoc basis
- An ability to manage and undertake change

- An understanding of strategic thinking and planning
- A team player with a collegiate and collaborative approach

Desirable criteria

Experience as a Trustee

Experience of working in a position of responsibility

Experience of the charitable sector

The Vice Chairperson is appointed at the discretion of the Chairperson subject to the approval of the Trustees.

Signed:

Name:

Date:

Date approved	7-6-21
Approved by	Board of Trustees
Review date	June 2023
Version	2
Prepared by	SN