

Community Vice Chair

Primary focus:

The role of the Vice Chair of a community leadership team, whether that be a community or a technical network, is to be the deputy and planned successor for the Chair and to input into the plan and budget for the years in which they will

Main duties and responsibilities:

- Determine the theme and/or identify the hot topic areas to focus on during the year/s of office in which he/she becomes Chair
- Prepare and agree with the leadership team the plan for implementation during his/her year/s of office
- If leading a community, liaise with the Treasurer to prepare the budget for the plan
- Adhere to the IET's data protection policy for volunteers.
- In the capacity of deputy for the Chair then the Chair's duties and responsibilities apply:
 - Ensure the community operates within the current IET guidelines
 - Chair leadership team meetings
 - Represent the leadership team at regional and other meetings
 - Ensure the delivery of the current plan
 - Attend and Chair events organised by the community
 - To be a representative of the IET to other agencies, organisations and the

Appointment method:

Nomination to the post by the leadership team members

Period of appointment:

One or two years depending on the community succession plan - some appoint both junior and senior Vice-Chairs in order to ensure their succession planning.

Training:

- Guidance from your Local Network Manager or Community Manager
- Training and support available from the Local Network Manager or Community Manager
- Online access to the communities' volunteer web area and online resources
- Regular community communications messages.

Point of Contact:

The regular contact for this role will either be the Local Network Manager or Community Manager (if your community has one) – if in doubt, contact: communities-support@theiet.org

Communications:

When undertaking this role you can expect to receive:

- Regular contact from the staff team
- Regular contact from your governance group (CC or CRC)
- Ad-hoc queries from individuals keen to know more about your community
- Volunteer Update newsletter

Resources:

The following resources are available to support this role:

- Engineering Communities
- Online marketing toolkit
- Events toolkit
- Community operating guidelines
- Governance structure (CRC / CC)
- [Volunteering Handbook](#)
- [Volunteer Hub](#) web area

Policies and procedures:

Upon engagement you will be provided with access to our e-learning portal to undertake the following activities:

- [Online sign-up to Policies and Code of Conduct:](#)
 - Anti-bribery and Corruption Policy
 - Anti-slavery Policy
 - Code of Conduct for Volunteers
 - Data Protection Policy
 - Equality, Diversity and Inclusion Policy
 - Harassment and Bullying Policy
 - Safeguarding Children and Adults at Risk Policy

[Other Policies and Guidance](#) to support you in your role:

- Business Cards and Email Address Policy
- Confidentiality of IET Documents
- Conflicts of Interest Policy
- Expenses Policy
- Gifts and Hospitality Policy
- IT Acceptable Use Policy
- Photography and Filming policy
- Plagiarism Policy
- Social Media Policy
- Travel Insurance Guidelines
- Whistleblowing Policy (Fundraising)
- Working Together Guidelines

Please refer to the [Volunteer Hub](#) for further guidance on policies and procedures.

Person specification:

- Member of the IET
- If leading a local network, preferably permanently resident within the appropriate geographic area
- If leading a technical network, preferably with current / recent professional experience in the area of specialism.

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