**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.

Date Updated: May 2020