# Snowsport Cymru Wales

## Vice Chair — Job Description

The Vice Chair is a Non-Executive Director and senior volunteer leader who supports the Chair in providing effective governance and strategic leadership. The postholder acts on behalf of the Chair when required, helps the Board operate constructively and ensures that decisions reflect the organisation's not-for-profit purpose, values and responsibilities as a national governing body for sport.

### Role purpose

To support the Chair in leading the Board, promoting high standards of governance and helping the organisation achieve its strategic objectives for the benefit of participants, members, clubs, partners and the wider sporting community.

The Vice Chair maintains a sound understanding of the organisation's activities, opportunities and risks, and works closely with the Chair, Chief Executive, fellow directors, staff and committee chairs while respecting the distinction between governance and day-to-day management.

The postholder should be available to provide informed support and constructive challenge, contribute between meetings when necessary and represent the organisation in a professional, inclusive and impartial manner.

### Key responsibilities

#### Board leadership and governance

Working with the Chair and Board, the Vice Chair will:

- Chair Board meetings and general meetings when the Chair is absent or unavailable.
- Chair any item where the Chair has declared a conflict of interest, including the discussion and vote, and act for the Chair on that matter between meetings.
- Act as Chair if the post falls vacant, until the Board appoints an interim Chair.
- Support the Chair in setting Board agendas, encouraging balanced participation and ensuring that meetings are focused, inclusive and effective.
- Provide constructive challenge and independent judgement on strategy, performance, finance, risk, safeguarding and organisational culture.
- Help ensure that the Board complies with applicable legislation, the organisation's governing documents, Sport Wales requirements and recognised standards of sports governance.
- Support effective relationships between the Board, Chief Executive and senior staff, while maintaining appropriate oversight and accountability.

- Lead the Chair's annual appraisal, drawing on views from every director and the Chief Executive.
- Act as a point of contact for anyone wishing to raise a concern about the Chair.
- Lead the Board's annual effectiveness review and support succession planning and the induction and development of new directors.
- Act as a confidential sounding board for the Chair and, where appropriate, the Chief Executive and fellow directors.

## Additional duties

### Strategy, performance and assurance

Monitor progress against the strategic plan and agreed performance measures, ensuring that decisions are evidence-based, financially responsible and aligned with the organisation's purpose.

Review significant policies, partnerships and commitments presented to the Board, ensuring that risks, resources, equality, safeguarding and stakeholder impact are properly considered before approval.

### Committees and representation

Support effective reporting from committees to the Board and undertake specific governance assignments agreed with the Chair.

Represent the organisation at meetings, events and stakeholder engagements as required, building positive relationships with members, clubs, volunteers, funders, partners and public bodies.

**Status and accountability:** The Vice Chair is the Board's second most senior office, elected by the members at the Annual General Meeting for a three-year term in accordance with Articles 17(1) and 17(10), subject to the overall nine-year limit. The Vice Chair is accountable to the Board and must act collectively with fellow directors in the best interests of the organisation. The role is normally voluntary, with reasonable expenses reimbursed in accordance with organisational policy.

## Person specification

- A strong commitment to the organisation's not-for-profit purpose, values and responsibilities as a national governing body for sport.
- Sound understanding of governance, collective decision-making, risk and the distinction between Board oversight and operational management.
- The independence, judgement and confidence to provide constructive challenge, handle sensitive matters impartially and support the Chair and fellow directors.
- Strong communication, relationship-building and meeting-chairing skills, with a commitment to inclusion, integrity and confidentiality.

## Expected time commitment

The Vice Chair is expected to attend Board and general meetings, the Annual General Meeting, relevant committee or stakeholder meetings and Board development activities; prepare adequately for those meetings; and remain available between meetings for Chair cover, appraisal, governance

concerns and other time-sensitive matters. The commitment will vary during periods of absence, conflict, succession or organisational change.