

## **The Responsibilities of the Vice-Chair**

- To ensure that the Association works to further its stated aims within the Constitution.
- To liaise regularly with the Chair.
- To lessen the load on the Chair.
- To Chair meetings in the absence of the Chair.
- To Chair the Annual General Meeting in the absence of the Chair.
- To act as Chair when requested to do so by the Chair.
- To respond and assist with tasks requested by the Chair or other members of the committee.
- To be fully aware of the responsibilities of the Chair so that in the event of an extended absence by the Chair the Vice-Chair can carry out all the duties required.