BASW ENGLAND

**Role Description of Vice Chair of National Standing Committee**

**To be responsible to the England Committee, England members and Council of the Association.**

To be responsible for:

1. Assisting the Chair of the BASW England National Standing Committee in leading the Committee and representing BASW England.

1. Support and adopt a leadership role in the Committee.
2. Promoting equality and diversity in the membership, management and activities of the Association.
3. In conjunction with the Chair and BASW England National Director, accepting a key leadership role for the social work profession in England.

# Appointment

The Vice Chair will have been elected by the membership in accordance with the Association’s Memorandum and Articles. The Vice Chair’s role is non-executive. The Vice Chair will be expected to act in accordance with the policies and procedures of the Association.

# Main duties to the BASW England National Standing Committee

1. To support the Chair and lead and manage the Committee in exercising its responsibilities.

1. To chair Committee meetings (5 times a year) as and when required, including the approval of the agenda and minutes, inclusive discussion, effective time management and action planning.
2. To adopt a leadership role in supporting and enabling the Committee in exercising its responsibilities and to manage the business of the Committee efficiently and impartially.
3. To take on designated roles and tasks as agreed by Committee.

1. To contribute shape and influence the BASW England Development Plan in partnership with the Chair, Committee and the BASW England National Director and staff.
2. To support the co-ordination of the strategic direction of the activity of the Committee within the overall policy framework of BASW.
3. To represent BASW England at key national and local conferences and events.
4. To regularly liaise with the Chair and BASW England National Director (via e-mail, phone, face to face etc.)

## To the BASW Council

1. To be appointed as a Director of the Association with the additional responsibility (with the support of allocated staff) for reporting to Council on the work of the Committee or to support the appointment of another representative from the Committee as a Director with these same reporting responsibilities.

2. BASW is a company limited by guarantee and all candidates must be also eligible to stand as a [Company Director](https://www.gov.uk/guidance/being-a-company-director#general-duties-of-a-company-director). Former staff are not eligible to stand for any Council role until at least two years have elapsed from the date of leaving employment of the Association.All appointments to Council, including Appointed Directors will need to be considered by the Nominations Committee to ensure that the Director eligibility criteria has been met.

3. As an Appointed Director you will be required to attend a minimum of 4 scheduled meetings per year plus 2 development days. The post holder may claim payments for attending Council meetings and development days in addition to reasonable expenses. There may also be the opportunity to be funded to attend and be involved in a variety of professional activities on behalf of the Association across the UK.

## To the Membership

1. To represent the interests of members by ensuring that the Association pursues its agreed objectives.
2. To represent the Committee at the England Annual Conference BASW AGMS and other Association events.
3. To lead the Association’s representation at meetings when required.
4. The Vice Chair shall hand over all relevant papers to his or her successor.

### To the National Director

1. To develop an effective working relationship with the National Director in pursuance of the objectives of the Association.
2. To maintain regular contact with the Chair and National Director.
3. To attend meetings with the Chair and the National Director to represent the Association as appropriate.

**Role Requirements**

1. To actively promote the social work profession.
2. To possess effective leadership and chairing skills.
3. To be an effective communicator and have the ability to influence and inform national and local agendas.
4. Ability to manage change and respond to tight deadlines.
5. To secure a time commitment to the work of the Association.
6. To ensure an appropriate balance between continuity and innovation in the operation of the Association’s business.