



ASSOCIATION OF DISABLED LAWYERS

Vice-Chair Role Description

Overall

- Leading the Executive Committee and the Association to enable it to fulfil its purpose.

- To ensure an effective relationship between:
 - The Chair and Vice-Chair;
 - The Executive Committee and volunteers;
 - The Executive Committee and members;
 - The Executive Committee and partners; and
 - The Executive Committee and the legal professions.

- Acting as a spokesperson and figurehead as appropriate.

- To advise and support the Chair.

Specifically

- Plan and prepare the committee meetings and the AGM with others as appropriate.
- In the absence of the Chair, lead Executive Committee meetings ensuring:
 - A balance is struck between time-keeping and space for discussions;
 - Business is dealt with and decisions made;
 - Decisions, actions and deliberations are adequately minuted; and
 - The implementation of decisions is clearly assigned and monitored.
- Ensure adequate support and supervision arrangements are made for Executive Committee, Officers and volunteers directly managed or reporting to the Executive Committee.

Qualities

- A willingness to lead the organisation
- Possesses tact, diplomacy and powers of persuasion.
- Possesses relevant knowledge
- Has the relevant skills to run a meeting well.