The Vice Chair supports the Chair in their leadership of the Board, working with colleagues on the Board, Member Bodies and other partners in supporting the Science Council's development and growth. They will be a trustee and elected by the Board. In addition to their duties as a trustee, the Vice Chair:

- Provides a sounding board for the Chair and serves as an intermediary for the other trustees if needed.
- Undertakes assignments at the request of the Chair
- Discharge the duties of the Chair as required in the Chair's absence
- Will be the lead trustee on matters such as the Chair's conduct and behaviour if there are complaints which need attention.
- Will be available to stakeholders (including but not limited to government, representative groups, funders, members of the Board) if concerns are raised which contact through the normal channels of Chair or Chief Executive has failed to resolve or for which such contact is inappropriate.
- Will attend sufficient meetings with stakeholders and to obtain a balanced understanding of the issues and concerns of such stakeholders.
- Performs other responsibilities as assigned by the Board, and may include:
  - Membership/Chair of a subcommittee
  - Representing the charity to Member Bodies and external bodies where appropriate
  - Dealing with urgent decisions in between Board meetings

**Essential criteria**
The Vice Chair will be able to demonstrate the following:

- A track record of experience of board membership, preferably in a senior role.
- Experience of providing robust leadership in challenging environments.
- Strong governance, organisational and financial skills, including those relating to strategic planning, risk management and organisation-wide performance management.
- The ability to work effectively with internal and external stakeholders, using strong people management and communication skills to secure commitment to a shared strategic vision
- Tact and diplomacy, with the ability to listen and engage effectively.
- Strong networking capabilities that can be utilised for the benefit of the charity.
Time commitment
This is a voluntary non-executive role and requires a commitment of approximately 5 days per year in addition to existing trustee requirements. This will rise in line with taking on the Chair’s duties if the Chair is indisposed. The Vice Chair will work closely with the Chair, CEO and the Board to lead the organisation in the direction agreed by the Board and supported by Member Bodies. The Vice Chair is expected to have regular meetings with the Chair, and also represent the charity at various events and meetings with key stakeholders.

Term of office
The appointment will be for a minimum of 1 year with the potential for renewal for a further 1 year.

Remuneration
This is a voluntary non-executive role. Reasonable out-of-pocket expenses properly incurred in the performance of your duties as Chair will be reimbursed in accordance with our volunteer expenses policy.

Location
The role will require the Chair to travel in the performance of their duties. They will be expected to have appropriate transport arrangements in place for travel within the UK and it is expected that there would be no limitations to their capacity to travel internationally should the need arise. The appointee will be compensated for any costs incurred by them in respect to travel arrangements in accordance with our volunteer expenses policy.