# ROLE DESCRIPTION FOR A VICE PRESIDENT OF THE BRITISH ECOLOGICAL SOCIETY

**The role of a Vice President of the British Ecological Society is to act as a deputy for the President when needed and to chair a Committee of the Society. As well as providing inclusive leadership to their Committee, they may undertake assignments for the President, such as the chairing of a task and finish group, at the request of the President. The Vice President also supports, and, where appropriate, challenges the Executive Team. They ensure that their Committee operates effectively and works closely with the relevant parts of the Executive Team to achieve agreed objectives. They may act as an ambassador and the public face of the BES.**

In addition to the general responsibilities of a trustee, duties of a Vice President are as follows:

* Acting as a deputy to the President when needed
* Undertaking assignments at the request of the President
* Working effectively with the Executive Team to deliver the Society’s mission and vision
* Representing the BES at functions and meetings, and acting as a spokesperson as appropriate
* Bringing impartiality and objectivity to decision-making
* Chairing and facilitating Committee meetings
* Planning the annual cycle of Committee meetings
* Setting agendas for Committee meetings
* Overseeing the preparation of papers for meetings, production of minutes and completion of actions
* Developing the Committee including induction, training and succession planning
* Addressing conflict within the Committee
* Ensuring that the Committee follows BES policies and procedures, i.e. equality and diversity
* Providing feedback on staff for the annual appraisal of the Executive Team
* Sitting on appraisal, recruitment and disciplinary panels as required

## The term of office for the Vice President is 3 years and the maximum number of terms of office that can be served consecutively is 1 term.

A Vice President is expected to chair 2 to 3 meetings of their Committee, attend 4 meetings of the Board of Trustees and attend a joint strategy day each year.

## Person specification

In addition to the person specification for a trustee, a Vice President should have the following qualities:

* Leadership skills
* Experience of committee work
* Tact and diplomacy
* Good communication and interpersonal skills
* Impartiality, fairness and the ability to respect confidences
* Knowledge of the type of work undertaken by the BES