



# Redwood Vice Chair Of Governors Job Description

*"Where every person matters"*

<b>Role:</b>	Vice Chair of Governors
<b>Date:</b>	September 2016
<b>Reports to:</b>	The Governing Body of Redwood School
<b>Purpose:</b>	To assist the Chair lead the governing body and to ensure that it meets all its statutory responsibilities.
<b>Responsibilities:</b>	<p>The responsibilities of a Governor and the following additional responsibilities.</p> <p>The vice-chair of the Governing Body acts as chair if the chair is unavailable. If the chair of governors resigns the vice-chair will act as chair until the next governors' meeting, when a chair of governors will be elected.</p> <p>Support the Chair in the conduct of meetings</p> <p>To work closely with the Chair and take responsibility for agreed areas of work</p> <p>Support the effective operation of committees</p> <p>Check, with the Chair, that decisions taken by the GB are clear, understood by all and are enacted</p> <p>Ensure Governors participation in and between meetings</p> <p>Co-ordinate the induction of new governors</p> <p>Co-ordinate training of individual governors and the governing body</p> <p>Listen and be a critical friend to the Chair</p>
<b>Skills:</b>	<p>Team building</p> <p>Good communicator</p> <p>Good listener</p> <p>Ability to organise</p>