Vice Chair of Association
Job Description

Main purpose

Lincolnshire Association of Local Councils (LALC) is a not for profit, voluntary member-based organisation open to all parish and town councils across Lincolnshire. We pride ourselves on supporting and informing Local Councils and providing professional advice and training to Lincolnshire Parish and Town councils known as the first tier of local government.

The Association also administers the Local Council Award Scheme (LCAS) and is a member of the Federation of East Midlands Associations of Local Councils (FEMALC).

This post is designed to support the strategic oversight, guidance and support to further LALCs organisational objectives. This involves supporting the Chair and Chief Executive in ensuring that the County Executive Team and supporting committees function in line with the organisational constitution.

The post-holder is required to support all areas of the Association's work as necessary, together with any work related to the National Association of Local Councils (NALC) within the general duties.

Main duties

1. Deputising for the Chair of the Association.

2. To be a member of the Executive and County Committees

3. In the Chairman's absence, to chair meetings of the Executive and County Committee.

4. Assist and support the Chairman in providing leadership.

5. To be available to colleague committee members for advice and support in any instances where they would prefer not to consult with the Chairman directly.

6. Assist and support the Chairman in providing and promoting the highest standards of integrity, probity and corporate governance throughout the Association and particularly at the level of Executive and County Committees.

7. To deputise in conducting the performance review of salaried staff such as Chief Executive and other senior members of the Association.

8. Demonstrating visible and ethical personal leadership by modelling the highest standards of personal behaviour and ensuring that the Executive and County Committee members follow this example.

9. Support the Chair to lead the Executive and County Committees in establishing effective decision-making processes and acting as the guardian of due process.

10. Ensuring that constructive relationships based on candour, trust and mutual respect exist between elected and appointed members of the Executive and County Committee.

11. Developing effective working relationships with all Executive members, with the Chief Executive, providing support, guidance and advice.

12. Leadership of the Executive and County Committee members, ensuring that they work together effectively

The Vice Chair of Association is responsible for:

1. Managing meetings and ensuring compliance with the Associations procedures where requested by or in the absence of the Chair.

2. Liaising with the Chair to agree proposed schedule of matters reserved to the Executive and County Committee Meetings in conjunction with the Chief Executive.

3. Responsible for leading the review of the Associations Constitution and terms of reference for each Committee in conjunction with members of the Executive Committee

4. Appointing effective and suitable individuals to the role of Chief Executive of the Association in conjunction with the Chair.

5. It is recognised that the post-holder, by agreement with the Chief Executive or Assistant Chief Executive, will need to work flexible hours from time to time to meet the requirements of the Association, and this may include a certain amount of 'out-of-hours' and evening work

6. The post-holder will normally be expected to attend the Annual General Meeting , Executive and County Committee meetings and or deputise for the Chair.

7. The post-holder will be required to attend the NALC and LALC Conference(s)

8. The post-holder will be required to deputise for the Chair to represent the Association externally at meetings such as FEMALC, District and County Councils, Members of Parliament and other external stakeholders associated to the work of LALC.