Leg Club Foundation role description:
Vice Chairman of the Lindsay Leg Club Foundation

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<tr>
<th>Title or name of position</th>
<th>Vice Chairman of the Lindsay Leg Club Foundation</th>
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<td>Accountability</td>
<td>The Chairman and the Board of Trustees, collectively.</td>
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**The role**

The Vice Chairman will carry out the Chairman's duties in his or her absence, with the acknowledgement of the board as being capable and appropriate to do so. The Vice Chairman will also provide support and assistance to the Chairman in carrying out his or her responsibilities and should act as a 'critical friend' and sounding board.

The Vice Chairman may agree to take on specific responsibilities from the Chairman, such as inducting new trustees. Other board members may approach the Vice Chairman if they are concerned about the work or judgement of the Chairman. The Vice Chairman will then discuss any issues arising with the Chairman.

The Vice Chairman should be “on-call” (i.e. available) whenever the Chairman or any other member of the board of trustees is in need of the Vice Chairman's views/input/assistance. For example, working with established Foundation committees, chairing board meetings and/or serving as the proxy for when the Chairman is unavailable, are all possibilities.

The Vice Chairman will work in conjunction with other members of the executive committee to evaluate the performance of the board of directors/trustees and consultants.

The Vice Chairman will work in conjunction with the Chairman to ensure that the board of directors/trustees adheres to the goals and objectives of the Foundation and stays in line with the rolling strategic business plan.

**Key qualities**

- knowledge of, and commitment to, the work of the Foundation
- good meeting facilitation and presentation skills
- supportive and confident leadership style

These duties and qualities are in addition to the general trustee role profile.

**Main skills, duties and responsibilities**

- strong interpersonal and facilitation skills
- tact and diplomacy
- excellent communication skills – oral, written and presentational
- impartiality, fairness and total respect of all matters of confidence
- ability to work in conjunction with the Chairman to evaluate and measure the performance of the board of directors/trustees and consultants against the goals and objectives of the Foundation’s Business Plan and budget
- ability to maintain relationships with volunteers, clinicians, patrons and consultants engaged by the Foundation to fulfil specific goals
- in conjunction with the Chairman and Treasurer, ensure that trustees collectively fulfil their responsibilities to adhere to the governance and appropriate financial management of the Foundation
- ability appropriately to represent the Foundation at the request of the Chairman of the board of trustees

It is important for the Vice Chairman to know about the work undertaken by the Foundation, and the Leg Clubs, and to focus upon any changes that the Foundation may consider appropriate to implement across the active Leg Club network.