



ATRIUM
HOMES

The Landlord of Choice

Role Description for Vice Chair of the Board

Atrium Homes

Role Description for Vice Chair of the Board

Compliant with Scottish Housing Regulator's Regulatory Framework:

Compliant with Tenant Participation Strategy:

N/A

Compliant with Equal Opportunities:

Yes

Compliant with Business Plan:

N/A

Date Approved:

November 2021

Date Reviewed:

October 2024

Date for Next Review:

October 2027

or earlier if required by changes in legislation or guidance, or if the Governing Body sees fit

Responsible Officer:

Chief Executive

The Role Description for Board Members has a direct link to the following Atrium policies and procedures:

Atrium's Rules and Membership Policy

Codes of Conduct for Board Members

Standing Orders of the Governing Body and Sub-Committees

Role Descriptions for GBMs and Chair

Remits for Finance, Audit & Staffing, Property Services and Housing & Community Services Sub-Committees

Risk Management Policy

Atrium Homes

Role Description for Vice Chair of the Board

1. Introduction

- 1.1. This role description sets out the particular duties and responsibilities that attach to the Vice Chair of Atrium Homes (Atrium). The responsibilities described here are additional to those set out in the Governing Body Members' (GBM) role description. It should also be considered alongside:
 - the Role Description for the Chair of Atrium;
 - Atrium's Articles of Association; and
 - Atrium's Standing Orders.
- 1.2. In the event that the Chair of Atrium is unable to fulfil their responsibilities, the Vice Chair will carry out these duties.
- 1.3. The position of Vice Chair will be elected by the governing body, every year at a specially convened meeting immediately after the AGM.
- 1.4. In accordance with Cl 40.3 of Atrium's Articles of Association, the Chair cannot serve a continuous term of more than five years.
- 1.5. There is no expectation when the Chair stands down, that the Vice Chair in post will automatically succeed as Chair. When the Chair stands down, the Vice Chair in post will be asked if they wish to stand for election to become Chair; other members of the governing body are also able to stand for election as Chair at the same time.
- 1.6. The role of Vice Chair must be carried out by a governing body member, and may also be carried out by a former office bearer.
- 1.7. The Vice Chair may also be the Chair of a sub-committee of Atrium or of a subsidiary.

2. Role of the Vice Chair

- 2.1. The role of the Vice Chair is to deputise, support and (where required) stand in for the Chair of Atrium. Therefore, this role description must be read in conjunction with the Role Description for the Chair of Atrium.
- 2.2. When known in advance, the Vice Chair should ensure that they are available for any governing body meeting that the Chair is unable to attend – e.g. where the Chair has booked a holiday. Close liaison with the Chair is a key requirement of the role.
- 2.3. The individual holding the post of Vice Chair will gain training and insight as to whether they would like to consider performing the role of Chair in the future.