

Role Description: Vice-Chair

PURPOSE:

To support the Chair and Committee to lead MASCIP in providing a national professional forum to promote standards in clinical practice, foster research and encourage the development of health and social care services for people with spinal cord injuries.

ROLE SUMMARY:

- To deputise for and support the leadership of the Chair of MASCIP
- To be an active Committee member in general (see role description)

KEY RESPONSIBILITIES:

- Support the Chair (as appropriate / agreed) in leading the Committee in their function
- Support the Chair as required in planning, chairing and facilitating Committee meetings, and in monitoring implementation of decisions taken at Committee meetings
- Represent the organisation at events, meetings or functions, acting as a spokesperson for the organisation where appropriate
- Attend and be a member of other committees or working groups when appropriate.
- Carry out the duties and responsibilities of a committee member

TIME COMMITMENT:

Approximately 4-6 days per year for meetings plus time spent organising and preparing for the meetings/conference and other work – approximately 2 hours per month average (planning and organising November's conference is the busiest time of year). Normally 3 years tenure.

THE PERSON:

- Commitment to MASCIP
- Leadership ability: integrity, diplomacy, strategic vision, sees the bigger picture
- Able to take decisions for the good of the organisation. Good, independent judgement
- Willing and able to devote the necessary time and effort to their role
- Excellent interpersonal skills: tact; willingness to share own views and listen to others
- Team player
- Understanding of the context in which MASCIP and its members work
- Desirable - Senior staff member at a UK spinal cord injuries centre

The Vice Chair will be a Committee Member and will be elected by the Committee into the Vice Chair role. They will normally go on to be elected as Chair by the Committee.