



Role Description – Vice Chair of KAFC

Requirements

- KCC Registered Foster Carer.
- Trustee of KAFC.

Functionality

- When delegated by the Chair; plan and chair committee meetings, trustee meetings and AGM's.
- Ensure that the KAFC constitution is upheld.
- Ensure that members are aware of the charity processes and follow as required.
- Ensure that meetings are inclusive.
- Ensure that agreed actions are completed.
- Ensure that members are aware, understand and fulfil their responsibilities.
- Ensure that any conflict within the charity is addressed and resolved.
- When delegated by the Chair, ensure that KAFC events are risk assessed and Health and Safety adhered to.
- When in possession of the KAFC mobile phone, I will ensure it is kept charged and monitored.

Support

- To support the KAFC Chair.
- Ensure that matters are dealt with in an orderly, efficient manner.
- Support trustees and committee members in their roles.
- Support the advancement of the charity; financially, professionally and in its capacity.

Representation

- When delegated by the chair; be the contact between KCC Fostering and KAFC and ensuring that communication is shared and, where appropriate recorded with/between trustee's, committee members and KCC.
- To advocate and represent the charity at external meetings and events.
- To inform Trustees/Committee members of any issues that may affect the charity.