

## Branch Vice-Chair

The Branch Vice-Chairs role is to support the Branch Chair and to step in when the Chair is unavailable. The Vice Chair provides continuity if suddenly a Chair is no longer able to lead to the committee.

### Purpose of Role:

- Attend meetings of the branch committee plus AGM and if cannot attend give notice to the branch Chair or Secretary.
- Chair branch committee meetings in the absence of the Chair (or delegate to a suitable committee member when necessary).
- Support the branch Chair to ensure the branch committee operates successfully as a team.
- Support the chair to ensure the branch delivers four events annually for local members.
- Ensure any actions for officers or members of their branch arising from committee or regional meetings are successfully completed.
- Help with the induction of new committee members.
- Deputise for the Chair in their absence.

**Term of office:** 3 years with a minimum of one year service and no more than 2 consecutive, 3 year terms.

### Key Skills and Experience Required

- Excellent interpersonal skills with the ability to build to strong professional relationships
- Excellent verbal communication skills
- Be able to work as part of a team
- Be an advocate for the CQI
- Must be a member of CQI/IRCA

### Time Commitment:

- Ability to attend 4 branch events per year.
- Attending, in person or online, at branch committee meetings to plan these events. The frequency of the meetings can be decided by the committee.
- A few hours around events and meetings to plan and carry out any follow up actions.

### Training and Support

- GDPR Awareness Training is offered to all of CQI's volunteers.
- You will be supported by your fellow committee members.
- The CQI's Professional Networks team offer support to all volunteers.

### The benefits of volunteering at the CQI:

- Meet like-minded people
- Gain valuable CPD opportunities
- Can help your career development
- Engage with local organisations

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