

Appendix C

VOLUNTARY ROLE

VICE CHAIR PERSON

4th August 2023

MAJOR TASKS

1. Work with the Chair Person on creating new or expanding existing projects from development to delivery.
2. Undertake the duties of the Chair Person when the Chair Person is not available.
3. Liaise with the Chair Person to manage the workload and resources of the Disability Sub Group.
4. Assist other members of the Disability Sub Group as required.
5. Deliver training to the Fund Raiser, Stock Controller and Coordinator.
6. Coordinate and assist in the work of the Fund Raiser, Stock Controller and Coordinator.

ACTIVITIES

PERSON SPECIFICATION

Be a member of the Lincolnshire Joint Local Access Forum.

Have access and able to use a computer and printer for email, completing the site reports, sending attachments and scanning drawings and leaflet modifications.

Have access to and able to use Microsoft Excel and Word software.

Have a mobile phone.

Have a camera or a mobile phone camera.

Able to assist any member of the Sub Group, who requires assistance.

Confident in writing reports and speaking at the LAF meetings

Confident in communicating with other organisations that the Disability Sub Group needs to work with.

TRAINING PROVIDED

The Chair Person will provide all the training the Vice Chair Person requires. This training will be delivered in accordance of the requirement of the Vice Chair.

EXPENSES

If there is a need to travel through this role, then expenses may be paid. This is dependent on the availability of finances in the Lincolnshire County Council budget. The Chair or Vice Chair will ask if money is available for expenses, prior to work being undertaken which involves travel or other

duties relevant to the role. If authorisation is given a claim is made by the volunteer on Lincolnshire County Councils expense claim form. The claim is entered on the Disability Sub Group's expense log and then sent to Lincolnshire County Council for authorisation and processing.

RESPONSIBLE TO

The post holder is responsible to the Chair Person of the Disability Sub Group.

RESPONSIBLE FOR

The post holder is directly responsible for the Fund Raiser, Stock Controller and Coordinator.