

# **Royston Arts Festival**

## **Vice-chair**

### **Role description**

The Vice-chair is responsible to the Chair of Royston Arts Festival and the Management Committee

#### *Responsibilities and Duties*

The Vice-chair should:

- be completely familiar with the constitution, procedures and policies of Royston Arts Festival
- take on all responsibilities of the Chair in the Chair's absence
- act as a critical friend to the Chair

#### *Knowledge and Skills Required*

Ideally the Chair is someone who:

- Can communicate effectively.
- Is well organised and can delegate tasks.
- Can maintain confidentiality on relevant matters.
- Has a good working knowledge of the constitution.

#### *Estimated Time Commitment Required*

The estimated time commitment required as the Vice-chair of Royston Arts Festival is half an hour per week but will vary throughout the year.

The Vice-chair is appointed for a one year period.