



Paws for Support CH573

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ROLE DESCRIPTION FOR A VICE-CHAIR

Vice-Chair of Paws for Support

Position Overview:

The Vice-Chair of Paws for Support (“PFS”) plays a critical role in supporting the Chair and ensuring the effective operation of the Board. The Vice-Chair will act as a leader within the organisation, helping to steer the strategic direction, governance, and policy development. This position requires a commitment to the mission of PFS and the ability to work collaboratively with the Board of Trustees and Core Members.

Key Responsibilities:

The general duties of the Vice-Chair include the following:

- Ensuring that PFS pursues its stated objects, as defined in its Constitution, by developing and agreeing a long-term strategy
- Ensuring that PFS complies with its Constitution, Bailiwick Charity Law 2022, Companies (Guernsey) Law, 2008, Trusts (Guernsey) Law, 2007 and any other relevant legislation or regulations
- Ensuring that PFS applies its resources exclusively in pursuance of its charitable objects for the benefit of the public
- Ensuring that PFS defines its goals and evaluates performance against agreed targets
- Safeguarding the good name and values of PFS
- Ensuring the effective and efficient administration of PFS, including having appropriate policies and procedures in place
- Ensuring the financial stability of PFS
- Protecting and managing the property of the charity and ensuring the proper investment of the charity’s funds

In addition to the above statutory duties, the vice-chair should use any specific skills, knowledge or experience they have to help the board of trustees reach sound decisions. This may involve scrutinising board papers, leading discussions, focusing on key issues, providing advice and guidance on new initiatives, or other issues in which the trustee has special expertise.

Specific duties of the Vice-Chair include the following:



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- The Vice-Chair acts for the chair when the chair is not available and undertakes assignments at the request of the chair
- Assisting the Chair with providing leadership to PFS and the board by ensuring that everyone remains focused on the delivery of the organisation's charitable purposes in order to provide greater public benefit
- Assisting the Chair with giving direction to board policy-making
- Assisting the Chair with checking that decisions taken at meetings are implemented
- Representing the organisation at functions and meetings, and acting as a spokesperson as appropriate if the Chair is unavailable
- Bringing impartiality and objectivity to decision-making
- With the Chair:
 - o Planning the annual cycle of board meetings and other general meetings where required, for example annual general meeting
 - o Setting agendas for board and other general meetings
 - o Developing the board of trustees including induction, training, appraisal and succession planning
 - o Addressing conflict within the board and within PFS, and liaising with the Chair to achieve this

Person specification

The Vice-Chair should have the following qualities.

- A passion for dogs, dog training, and an understanding of the benefits of using therapy and disability assistance dogs for the betterment of lives
- Leadership skills
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences.
- A willingness to devote the necessary time and effort
- Strategic vision
- Good, independent judgement
- An ability to think creatively



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- A willingness to speak their mind
- An understanding and acceptance of the legal duties, responsibilities and liabilities of trusteeship
- An ability to work effectively as a member of a team
- A commitment to Nolan's seven principles of public life: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.

It would also be desirable for the Vice-Chair to have knowledge of the type of work undertaken by PFS and a wider involvement with the voluntary sector and other networks.

Time Commitment and Term:

- Approximately 3-5 hours per week, including preparation for and attendance at board meetings, committee meetings, and other relevant activities
- Attendance at major fundraising events and activities is expected.
- The Vice-Chair serves a five year term, with the possibility of reappointment for additional terms.

Contact Information:

Interested candidates should submit a resume and cover letter outlining their qualifications and interest in the position to pfsdogs@sky.com.

PFS is committed to diversity and inclusion and encourages applications from all qualified individuals.