

**ROLE SPECIFICATION FOR DEPUTY CHAIR (CHAIR DESIGNATE) OF THE BOARD OF TRUSTEES**

The responsibilities and duties of the Deputy Chair cover two areas: those as a Trustee and those specifically designated to the Deputy Chair of the Board of Trustees. The responsibilities for the Deputy Chair are outlined in the role specification below. Please note that the Deputy Chair is also Chair Designate: when the Deputy Chair has completed their two-year term, the trustee then automatically becomes the Chair of the Board of Trustees.

# Responsibilities as Trustees

The Board of Trustees (the Board) is made up of appointed or co-opted RCSLT members and appointed and co-opted non-members as authorised by the Articles.

Trustees bring an independent judgement to bear on issues of strategy, performance, key appointments and accountability.

The main duty of all charity trustees is to advance the purposes of their charity. This should always be a trustee's main focus. A charity's trustees must carry out its charity's purposes for public benefit. This is called 'the public benefit requirement'.

Trustees agree to adhere to the Trustee Code of Conduct including the Statement of Values and Behaviours.

The duties of Trustees are to:

* Provide strategic direction for the RCSLT
* Monitor delivery of the Vision and Annual Operating Plan
* Satisfy themselves that qualitative and financial information is accurate and that controls and systems of risk management are robust and defensible
* Ensure that the RCSLT is financially viable
* Ensure that the RCSLT fulfils its legal obligations
* Have a prime role in appointing and where necessary, removing the CEO and in succession planning
* Ensure the Board acts in the best interests of the profession and is fully accountable to the profession
* Act as an ambassador for the RCSLT

Trustees may also have a key role in a committee or may have a specific role on the Board. Separate role descriptions are provided for these roles.

# Declaration of Interests

All Board members should declare any personal or business interest which may influence, or may be *perceived* to influence, their judgement. Trustees must not, under any circumstances, accept gifts or hospitality where this could be seen as likely to influence the decision of the Board.

# Responsibilities as Deputy Chair of the Board of Trustees

* In the absence of the Chair, assume all responsibilities and duties of the Chair
* Support the Chair in leading the Board and acting as a sounding board and source of advice for the Chair
* Lead in the selection and induction process for new Trustees
* Assist the Chair to achieve the strategic goals of the profession
* Attend RCSLT committee and other meetings as an ex-officio member as necessary
* Assist the Chair in setting and monitoring objectives for the Chief Executive as part of the annual appraisal process
* Assist in the investigation of complaints against Trustees, Committee members or the CEO should they arise
* Take the lead in the investigation of a complaint against the Chair of the Board of Trustees should one arise

# Commitments

The Deputy Chair is expected to make the following commitments:

* Attend meetings of the Board of Trustees, four times per year, either in person or virtually, and other meetings as necessary
* Attend the AGM
* Make time available to read Board papers prior to meetings so as to be able to contribute fully to Board meetings
* Attend meetings with stakeholders where appropriate
* Be available for regular catch up conversations and urgent decisions where required
* Attend Board development opportunities as appropriate
* Liaise with other Trustees as appropriate
* Chair any additional steering groups or working groups as required

As Deputy Chair, the total time commitment is approximately ½ day per week (although this does vary over the year). The RCSLT reimburses the Deputy Chair’s employer for ½ day per week in the second year of the two year term of office under a formal contractual agreement.

[Approved by the Board Mar 2024]