# About the Role

The Vice Chairperson is an elected officer of the committee and is in role to ensure that the activities of the society can continue in the absence of the Chairperson. Should the Chairperson be made unavailable, they will take on the responsibilities of the Chairperson for the duration of their absence.

In addition to acting as chair as necessary, the Vice Chairperson may hold other committee responsibilities.

# Role Description

* Supporting the Chairperson in organising the smooth running of all aspects of the society
* Deputising in the chair at any / all meetings
* Supervise the smooth running of the weekly rehearsal
* In collaboration with the Secretary, convene meetings of the committee as required
* Take decisions that would otherwise have fallen to the Chairperson
* Confer regularly with the committee in the event of a prolonged absence of the Chairperson, and act as the Chairperson.
* Liaise regularly with the Chairperson and engage with them on any matters that relates to the society
* Review any draft communications at the Chair’s or Secretary’s request before they go to the members of the society.