

Role Description**01 Scope**

The Trust's Vice Chair will be a full voting member of the Trust Board. This position is subject to election by the Trust membership at a General Meeting in accordance with the 'Society Board Membership Policy'.

02 Candidate Requirements

Before a nomination can go forward for consideration by the Trust membership for appointment as the Vice Chair, any potential candidate must provide evidence that they meet, in full, the following requirements and by any published deadlines.

1. Have been a fully paid up member of the Cards Trust for at least 12 months.
2. Have the time availability to undertake the role;
 - a. to attend the number of required meetings.
 - b. to attend games as a representative of the Trust, where required.
3. Committed and able to abide by all legal and ethical requirements that Trust Board membership involves.
4. Rigorously respect the strict requirements for confidentiality as a Trust Board member.
5. Behave respectfully and in a manner befitting a Trust Board member in their wider dealings with the Club, staff, supporters as well as the Directors, staff and fans of other clubs.
6. Work positively and constructively as a member of the Trust Board and as part of a team.
7. Have the necessary skills and aptitudes to operate as an effective Trust Board member, take part constructively in meetings, represent the Trust appropriately in a number of different contexts, work confidently with a range of different people, take the lead and responsibility for initiatives and projects as required, meet deadlines and operate consistently within any ground rules or requirements set by the Trust Board.

03 Candidate Nomination and Appointment

The Cards Trust's Rules and associated procedures sets out a process whereby a suitable member of the Cards Trust can be nominated to the Trust Board. The final nomination must be approved by the membership in the form of a majority, achieving at least 51% of the vote taken at a General Meeting.

04 Specific Duties

1. Act as a full member of the Trust Board and in line with the current constitution.
2. Act as Chair of meetings of the Trust Board in the absence of the elected Chair.
3. Assist the Chair on all matters that relate to the development of the Trust and the achievement of current Trust aims and objectives.
4. Assist the Secretary in recording and maintaining the Trust's legal documentation.
5. Take responsibility for producing amendments to the Trust's Constitution, where requested by the Trust Board.
6. Take responsibility for producing and amending the Cards Trust Operating Procedures Document.
7. Act as Chair during a General Meeting where the position of Chair has resigned in accordance with the requirements of the Trust Constitution and until a new Chair is elected.
8. In the absence of the Chair act as an ex-officio member of any sub-committees established by the Trust Board.
9. Liaise and maintain relationships with other supporter organisations including Supporters Direct, The Football Supporters Federation and other Clubs' Supporters' Trusts.
10. Maintain links with Woking supporters 'online fans' forums.
11. Act as supporters' liaison on all matters not within the remit of other Trust Board members.
12. Undertake any other tasks or responsibilities as may be reasonably requested by the Trust Board

05 Removal

The process for removal shall be as set out within Section 13 of the Rules of the Cardinal Supporters' Society Limited.

06 Amendment to Section 03-A-02

The role description will be subject to an annual review and as a result may change from time to time with the agreement of the full Board and ratified by the membership at a General Meeting.

Section Ends.