

JOB DESCRIPTION

VICE-CHAIR, NORTH OF TYNE LPC COMMITTEE

Accountable to: Governance Committee – appraisal to be conducted on behalf of the Committee by the Governance sub-group

Responsible to: LPC Committee

Working hours: Approx 7.5hrs per month. Honorarium paid via payroll.

The purpose of the LPC Vice-Chair is to act for the Chair when they are not available and undertake assignments at the request of the Chair. As a key officer in the LPC it is important that the LPC Vice-Chair is fully conversant with the responsibilities and duties of the office. The Vice Chair will be a person capable of undertaking the Chair's role either on an acting or permanent basis, if requested to do so by the committee.

1 Overall Responsibility

- To support the Chair at meetings of North of Tyne LPC and ensure that LPC business is conducted in a proper manner
- To deputise for the Chair when requested to do so by the Committee

2 Detailed Responsibilities

- To co-ordinate, in collaboration with the Governance Sub-Committee, the appraisal process assessing the Chair's performance

3 Additional Duties

- Management of conflicts of interest and declarations of interest within the LPC particularly relating to the Chair