



Job description – Vice Chair

Mercian Staff Development Group

Role

To ensure the efficient and effective delivery of a range of training opportunities to member institutions through the Mercian Staff Development Group (MSDG).

The Vice Chair will rotate every two years and be chosen by MSDG members.

Key responsibilities

1. Deputises and chairs meetings in the event of any absence of the Chair.
2. Deputises for and supports the Chair in other circumstances as required.
3. Normally succeeds the Chair when they stand down, normally after a 2 year elected period.

Time commitment

1. The role of Vice Chair is currently relatively light and centres on deputising for the Chair on occasions where they are themselves unavailable to contribute.

Knowledge & Experience

1. The post holder will be a member of the MSDG and will have some responsibility for staff development at their member institution.
2. They will keep up-to-date on professional issues and horizon scanning, which may influence the work of the group.