



<u>ROLE DESCRIPTION</u>			
Title:	VICE CHAIRMAN		
Elected by:	DAPTC Executive	When:	Executive AGM (Dec)
Tenure:	Annual (normally for 3 terms)		
Description:	<p>Support and deputise if required the DAPTC Chairman in all duties. Work with the Chief Executive to agree meeting content for DAPTC Executive. Attend meetings of the DAPTC Executive. Attend / Chair DAPTC Committee meetings as required. Support the Chief Executive and Office Staff in their duties. Recruitment of Office Staff. Support DAPTC Training sessions when required.</p>		
Qualities Required:	<p>Chairman of Area / T&LC Committee / Local Council (Essential) Attend Chairmanship course. Working knowledge of local council organisation and administration (Essential) Local Council HR Experience (Desirable) Previous experience at District / Unitary Council (Desirable) Train the Trainer Course (if applicable)</p>		