



East of England Rural Forum

East of England Rural Forum **Vice-Chair's Job Description**

This job description should be read alongside the East of England Rural Forum's Terms of Reference and the Members' Job Description.

This document outlines the key roles and responsibilities for the Vice-Chair(s) of the East of England Rural Forum.

1. Purpose of the East of England Rural Forum

- 1.1 The purpose of the East of England Rural Forum (EERF) is to provide a voice for rural stakeholders at a strategic level, capable of influencing the rural agenda in the East of England.
- 1.2 Specific roles of the EERF are set out in the Terms of Reference.

2. Role of Vice-Chair

- 2.1 The role of the Vice-Chair(s) is primarily to support the EERF Chair. The Vice-Chair(s) will substitute for the EERF Chair and represent the EERF at a proportion of regional and national events, conferences and meetings to which the EERF Chair has been invited. The Vice-Chair(s) will contribute to the EERF's work plan and will play an active part in the Steering Group.

3. Responsibilities

- 3.1 In addition to the responsibilities set out in the members' job description, the Vice-Chair(s) will:
 - Chair quarterly EERF meetings in the absence of the EERF Chair.
 - Represent the EERF on the Regional Rural Delivery Framework Steering Group.
 - Substitute for the EERF Chair and represent the EERF at events and meetings as required.
 - Substitute for the EERF Chair at meetings with the Minister and with the other RAF Chairs as required.
 - Attend and play an active part in EERF Steering Group meetings.
 - Develop and maintain knowledge of rural issues and delivery arrangements within the region.



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- Develop and maintain a good working relationship with officers within relevant regional agencies and organisations. In particular the Government Office for the East of England, the East of England Development Agency and the East of England Regional Assembly as well as the other members of the Regional Rural Delivery Framework Steering Group (English Heritage, Natural England, Environment Agency and Forestry Commission) and the board member for the Commission for Rural Communities representing the East of England.

4. Skills and qualities

4.1 The Vice-Chair(s) will:

- Have a broad experience of rural issues.
- Be able to take a regional view.
- Be able to think strategically.
- Be able to understand and distinguish between local, regional and national perspectives.
- Be able to chair meetings effectively.
- Be able to represent the views of the EERF at other meetings as required.
- Be able to represent the EERF effectively at regional, national and Ministerial levels as required.
- Complement the background and experience of the EERF Chair.

5. Election Procedure.

5.1 At the Annual General Meeting, the members of the EERF, by a simple majority, will elect the Chair and Vice-Chair(s).

5.2 Further details can be found in the Election Procedure attached at Annex A.

6. Time Commitment

6.1 The Vice-Chair(s) of the Rural Forum will:

- Chair quarterly EERF meetings, Steering Group meetings, and other events, in the absence of the EERF Chair, as required.



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- Meet with the Secretariat and Steering Group to lead the planning and preparation of EERF meetings, the annual conference and other activities.
- Represent the EERF at relevant national events (e.g. the national rural conference) as required.
- Attend quarterly meetings with Government Ministers and report back to the EERF, in the absence of the EERF Chair, as required.
- Build and maintain a link with the regional representative from the Commission for Rural Communities and with the Rural Advocate.
- Act as the EERF's spokesperson at events to represent the views of the EERF.

6.2 It is estimated that all the above will involve a time commitment of up to 20 working days per year.

7. Expenses

7.1 The general guidance provided to members on travel and other expenses applies to the Chair and Vice-Chair(s). In addition, the Vice-Chair(s) may claim a sum to cover reasonable office and telephone costs incurred on EERF business.

8. Monitoring and Accountability

8.1 The Chair and Vice-Chair(s) will be accountable to the EERF.

8.2 EERF Members have the right to challenge the Chair and Vice-Chair(s) if they feel that the incumbents are not fulfilling the duties specified in the job descriptions.



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Annex A

Election Procedure

1. Nominations and Nominees

- 1.1 Elections to the positions of East of England Rural Forum (EERF) Chair and Vice-Chair(s) will take place annually at the EERF's AGM. The AGM will take place in March each year.
- 1.2 Nominees must be drawn from and nominated by the existing membership of the EERF.
- 1.3 Nominations must be made in writing, with a proposer and a seconder, to the EERF Secretariat at least one month before the AGM.
- 1.4 EERF Members must gain the prior knowledge and agreement from their nominee before submitting the nomination to the Secretariat.
- 1.5 When considering their willingness to stand for any of the positions, prospective nominees must consider their ability to fulfil the role and time commitment as set out in the Chair and Vice-Chair Job Descriptions.
- 1.6 At the AGM, nominees must be prepared to stand up and outline their vision for the EERF and their suitability for the post.

2. Secretariat

- 2.1 The Secretariat will acknowledge receipt of all nominations for the posts of Chair and Vice-Chair(s).
- 2.2 The Secretariat will contact each nominee, as a courtesy, to confirm their willingness to stand.
- 2.3 The Secretariat will circulate details of all nominees to the full EERF no later than two weeks before the AGM.



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3. EERF Members

- 3.1 EERF Members must elect a Chair and Vice-Chair(s) at the AGM by a simple majority.
- 3.2 The vote will be carried out by way of a ballot.
- 3.3 The Secretariat, Officer Group and any observers present at the AGM are ineligible to vote and must remain impartial.
- 3.4 EERF Members will be the body to which the EERF Chair and Vice Chairs are accountable.

Secretariat
4th January 2008