



## **Role Description UKSG Vice Chair**

In addition to the responsibilities as Trustee of UKSG, the Vice Chair carries out the following tasks:

- Deputise for the Chair where required
- Work with the Executive Director to organise Main Committee meetings
- Draft the agenda for Main Committee meetings, on behalf of the Chair
- Maintain the UKSG Risk Register, with input from the Officers and Executive Director
- Attend the annual meeting of the Remuneration Committee (with the Chair and Treasurer), to decide on pay and bonuses for UKSG employees (usually takes place by telephone)
- Manage the UKSG-COMMITTEE and UKSG-ALL mailing lists via Jiscmail (co-owned by the Executive Director and Chair)

### **Additional activities**

- Attend and actively participates in Main Committee meetings and online discussions
- Participate in ad hoc working groups (as a member of the Main Committee)
- Participate in ad hoc strategic planning events and discussions
- Participate in regular discussions with the Chair and Treasurer to check on progress with major activities (usually takes place by telephone)

Joanna Ball, Vice Chair UKSG  
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