

Vice-Chair of the Political Studies Association

Role specification

The Vice-Chair of the PSA is a member of the Executive Committee and of the Senior Leadership Team. The role of the Vice-Chair is to aid the Chair by providing strategic and practical support. The Vice-Chair will fulfil the roles of the Chair in the Chair's absence. The Vice-Chair will take on specific areas of work as agreed between the Chair and Vice-Chair. The Vice-Chair will be a key member of the Senior Leadership Team and will be fully involved in all of the organisation's major decisions.

Main responsibilities of the Chair

- Support the Chair in providing leadership and strategic direction;
- support the Chair and CEO ensuring all policies are in place and objectives delivered, including equality and diversity .
- deputise for the Chair in the Chair's absence.
- represent the PSA at a range of functions, meetings and events
- undertake specific areas of work as agreed between the Chair and Vice-Chair.
- serve on the Senior Leadership Team.
- provide support to members of the EC regarding their allocated portfolios.

Person specification

- Commitment to the organisation (commitment to the governing values and ambitions of the PSA as set out in its Strategic Plan, including for equality and diversity)
- intellectual standing and position within the profession;
- ability to work with Chair in effective partnership;
- integrity, strategic vision and independent judgement;
- willingness and ability to devote the necessary time and effort to their duties as Vice Chair and trustee;
- ability to take decisions for the good of the PSA;
- excellent communication skills that combine political sensitivity with tact and diplomacy; willingness to speak one's mind and listen to the views of others;
- understanding of the legal responsibilities and liabilities of a trustee.