



Position Description for CoM Deputy Chair

Position Deputy Chair

Relationships

Accountable to:

- Chair
- Members
- Stakeholders

Direct Reports:

- in absence of Chair, the Chief Executive Officer (CEO).

Key Internal Relationships:

- Committee of Management
- CEO
- Executive Leadership Team.

Key External Relationships:

- VMIAC Members
- in absence of Chair:
 - funding bodies including the Department of Health & Human Services (Vic)
 - mental health consumers
 - capacity to meet with internal and external stakeholders
 - represent the VMIAC in public forums.

Objectives

The role and responsibilities of the Deputy Chair is to assist the Chair as appropriate, Act as Chair in their absence, and to be prepared to learn and develop skills required of a Chair with the view to being able to confidently stand for election as part of the CoM succession planning strategy. Perform the duties as required of an ordinary Committee Member. The Deputy Chair is elected at the AGM.

Responsibilities

Specifically, the Deputy Chair will:

Governance

- act as the Chair in the absence of the Chair
- be completely familiar with the constitution, procedures, and the programs of VMIAC so that they can act in for the Chair,

Planning

- assist the Chair in delivering the outcomes of the Strategic Plan.

Meetings

- serve on the Executive Committee between CoM meetings
- serve on sub-Committee and attend meetings.



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| Leadership & Management | <ul style="list-style-type: none">• assist the Chair on general or specified duties• be assigned responsibility for working on an area of strategic or functional importance• build any necessary skills or knowledge to be confident to stand for election as Chair as part of VMIAC's approach to succession planning. |
| Committee Member | <ul style="list-style-type: none">• in addition, perform all the duties and responsibilities as outlined in the position description of a Committee Member. |

Skills & Experience Required

The skills required to be the Deputy Chair of VMIAC include:

- lived experience of emotional or mental distress
- understanding of the mental health sector in Victoria
- knowledge of VMIAC's Constitution
- ability to work in team to support the Chair, and
- ability to chair and facilitate meetings.

Election & Term

Elected at the Annual General Meeting for a term of one (1) year.