

## CAIPE Vice Chair

### Background

It was recognised in the first CAIPE Board minutes of 1997 that the Chair of CAIPE should be supported by Vice Chairs according to the Certificate of Incorporation. From briefly reviewing Board minutes no criteria for the selection of Vice Chairs has been approved by Board. In reviewing Board minutes, it was not until the election of Elizabeth Howkins as Chair in 2009 and subsequent chairs that a precedent was set for Vice Chairs. CAIPE being a charitable organisation relying on voluntary contributions of its members committed to the CAIPE Principles noted that the Chair should be supported by Vice Chairs. The selection of Vice Chair will observe the following criteria:

- The selection of Vice Chair should not be through a process of formal election, but at the discretion of the Chair
- Recognition that as a voluntary charitable organisation the selection of Vice Chairs must be at the discretion of the Chair for an effective and positive collaboration promoting the aims and principles of CAIPE
- There should be no more than two vice chairs
- The term of office of Vice Chairs should be of four years and then review by the then current Chair
- The Chair approaches any previous or current CAIPE Board member with whom they have a collaborative working relationship.
- The Chair feels comfortable and effectual working with the Vice Chair
- The Chair will clarify that the Vice Chair has capacity to commit to the ongoing contribution of CAIPE to IPE/IPC

### The Vice Chair will:

- demonstrate respect for the CAIPE principles and an understanding of the work of CAIPE
- recognise the voluntary commitment to the principles and work of CAIPE
- deputise for the Chair at Executive, Board and WCC meetings
- where required represent the Chair and CAIPE at national and international engagements
- attend, where possible, all executive, board and AGM meetings of CAIPE
- be responsible for the organisation, planning, liaison and support of CAIPE Corporate Forums
- support the Chair in the planning, organisation and delivery of the CAIPE Chairs Event
- if the Chair is unable to Chair, to safeguard the Charity from a Charity Commission perspective the Vice Chair should be willing to commit to that role should the need arise and they should also have sufficient expertise and standing to step up if the need arises
- This will be ratified by the Board as CAIPE Policy for the selection of Vice Chairs and reviewed every five years.