

## VICE CHAIR – Summary Role Description

### Role Summary

- To deputise for the Chair, if they are unavailable.
- To be aware of all necessary committee procedures.
- Be able to assume responsibility at short notice, if necessary.
- To be available to all members in the absence of the Chair.
- To organise the annual PAT testing of electrical equipment.
- To maintain and update the Equipment Register.

Version	Description of changes	Date of change	Review date
2.0	Revised the layout of the summary and amended wording.	15/07/2024	
3.0	Added additional responsibilities	30/07/2024	