



## The Olympus Academy Trust Governance Framework Appendix R Supplementary Role Profile for Vice Chair of Trustees

### Document Summary

<b>Document Owner:</b>	L Day
<b>Version:</b>	<b>V6</b>
<b>Document Status:</b>	<b>Approved</b>
<b>Date Last Approved:</b>	February 2020
<b>Date of Next Review:</b>	February 2024
<b>Review Frequency:</b>	Every 4 years (or more frequently if circumstances change)
<b>Owner: (Olympus or School)</b>	Olympus
<b>Governing Committee:</b>	Board of Trustees
<b>Statutory or Optional policy:</b>	Optional
<b>Appendices:</b>	
<b>On Trust Website?</b>	Yes
<b>On School Websites?</b>	n/a

### Amendment History

Version	Amendment Date	Author	Amendment Summary
<b>1</b>	24 January 2012	EO	<ul style="list-style-type: none"> <li>Approved by Board of Directors &amp; Trust Members.</li> </ul>
<b>2</b>	18 December 2012	EO	<ul style="list-style-type: none"> <li>Effective from 01/01/13.</li> <li>Approved by Board of Directors.</li> </ul>
<b>3</b>	5 February 2013	EO	<ul style="list-style-type: none"> <li>Updated terminology only.</li> <li>Approved by Board of Directors.</li> </ul>

<b>4</b>	3 November 2013	PTa	<ul style="list-style-type: none"> <li>• Reviewed by PTa and TWa, November 2013 – no amendments proposed.</li> <li>• Approved by Board of Directors.</li> </ul>
<b>5</b>	9 December 2015	PHa	<ul style="list-style-type: none"> <li>• Review no amendments.</li> <li>• Approved by Board of Directors.</li> </ul>
<b>6</b>	February 2020	SWi	<ul style="list-style-type: none"> <li>• Updated nomenclature to reflect the new Governance arrangements.</li> <li>• Approved by Board of Trustees.</li> </ul>

## 1. **Principal Responsibilities**

- 1.1 In addition to their standard role and responsibilities as a Trustee to undertake the role, and carry out the responsibilities of the office of Vice Chair of Trustees, supporting the Chair of Trustees in ensuring effective management of The Trust's business and good governance.

## 2. **Meetings and Decision Making**

- 2.1 To assume all of the duties of the Chair of Trustees:

- in the chair's absence from a Board of Trustees meeting or any other meeting where the chair cannot attend and otherwise would have chaired the meeting;
- when the chair has a conflict of interest at a meeting;
- in relation to action required urgently between meetings where the chair is unavailable or has a conflict of interest.

## 3. **Working with Others**

- 3.1 To support the Chair of Trustees as appropriate and when requested to do so in ensuring good working relationships with the CEO, Executive Headteacher, the executive management team and the Trust leadership team on behalf of The Trust and, in particular, supporting the work of the Board of Trustees and the board committees.

## 4. **Performance and Conduct**

- 4.1 To bring to the attention of the Chair of Trustees any performance or conduct issues arising within the membership of the Board of Trustees, any board committee, and to support the chair as required (and/or as necessary the CEO, the Company Secretary, Executive Headteacher and any other relevant chairs) on any investigations, corrective action, training or support requirements.

## 5. **Team Work**

- 5.1 To maintain good working relationships with all Trust Members, Trustees, governors and committee members within the Trust, and in particular with the chairs of the, board committees, panels and working groups, to positively.
- 5.2 To play a pro-active role in team communications, training and development events, academy events and The Trust whilst promoting the achievement of its mission and vision.

## 6. **General**

- 6.1 To play a pro-active part in the development and maintenance of effective governance; role modelling good practice and supporting the Chair of Trustees in the leadership of The Trust's governance arrangements.
- 6.2 To assume all of the duties of the Chair of Trustees as set out in their supplementary role profile in the event that the chair is absent from office due to illness, holiday, or other special dispensation.
- 6.3 To assume all of the duties of the Chair of Trustees as set out in their supplementary role profile in the event that no chair is in office due to resignation, retirement, suspension or dismissal from office and with the consent of the Board of Trustees.
- 6.4 To represent The Trust on occasion as requested by the Chair of Trustees, potentially hosting events at which key stakeholders are in attendance and, if required, undertaking public speaking duties.
- 6.5 To exercise authority where specifically delegated to the Vice Chair of Trustees to take decisions in between meetings.
- 6.6 To undertake any special duties allocated by the Chair of Trustees which are commensurate with the office of Vice Chair of Trustees and in furtherance of the effective governance as a whole.

## 7. **Emergency Decision Making Powers**

- 7.1 Refer to Appendix N - Urgency and Efficiency Policy within the Governance Framework.