**Role Description – Vice Chair**

The Vice Chair acts for the Chair when they are not available; and undertakes assignments at the request of the Chair. To preserve continuity, every Chapter should ensure that its Chair has a deputy who can take over the role should the Chair be unable to attend a meeting or event. The Vice Chair must be a Chartered Member.

The role includes:

* Working with the Chair, ensure that the Committee fulfils its responsibilities for the good governance of RIBA Gulf Chapter and in line with RIBA guidance
* Facilitate and provide support and guidance for the Committee members in their role of setting strategy and implementation of local activities
* Ensure effective communication by all committee members working closely with the Chair and the staff link at RIBA head office