

# Branch Vice-Chair

## Role Profile

Across England, Wales and Northern Ireland, [Branches](#) offer direct support for people living with and affected by Motor Neurone Disease (‘MND’), every day.

A Branch Vice-Chair is an important volunteer leadership role within a local Branch, who links directly with the Branch Chair in a deputy and succession capacity.

## Tasks and activities

- Leadership – assist the Branch Chair to plan key Branch activities and processes, including Branch committee meetings (virtual and/or face to face) and local decision-making activities
- Planning – link with the Branch Chair to engage with local volunteers and communities to plan for Branch development
- Growth – support volunteers and staff teams with the recruitment, induction, development and recognition of volunteers, as well as with succession and sustainability planning
- Succession support – provide direct support to local volunteers in the absence of the Chair
- Awareness – act as an ambassador for the MND Association and attend events where possible
- Policies - adhere to the MND Association’s policies and procedures, including Safeguarding
- This role may require attending meetings and events. Expenses are covered per our policies.
- Time commitment is flexible and variable depending on local need and individual capacity

This role is recruited through Safer Recruitment processes, which means the process includes a structured interview and two references.

Successful applicants will complete a structured induction pathway, involving e-learning modules.

Volunteers receive ongoing local support from their allocated Community Support Coordinator (‘CSC’) who shall set up regular check-in and review sessions for ongoing support and development.

## About our Branch Vice Chairs

Across the MND Association, everything we do is underpinned by our Values.

We are **One Strong Team**

- We develop and maintain positive and supportive relationships with others
- We use great communication skills to support the leadership of volunteers locally
- We are leaders who champion our commitment to supporting people affected by MND

We **think Big**

- We are ready to enhance our understanding of MND to drive our approach to leadership
- We are highly organised and use our facilitation skills to plan and run effective meetings
- We use basic ICT skills to undertake tasks - e.g. Zoom/MS Teams, email, Office 365

We are **Determined**

- We are prepared to learn about MND and its impact on people and their families
- We ensure that we take steps to ensure our own and others’ safety
- We understand the need for consent, confidentiality and the importance of data protection

We make **Every Day Count**

- We champion the [Vision and Purpose](#) of the MND Association
- We act impartially and take an inclusive approach to engaging with other volunteers
- We are always respectful and kind