

Ruskington Parish Council

Terms of Reference

Vice-Chairman of the Parish Council

The Vice Chairman is elected by Councillors at the Annual General Meeting of the Council.

Responsibilities

1. The Vice chairman will, in the absence of the Chairman preside over the meeting of the Council. (If neither the Chairman or Vice -chairman are present, Council will elect another Member to preside over the meeting. Whosoever is in the chair will sign the minutes when approved by the Council.)
2. While Acting as Chairman of the meeting they will have the same duties and responsibilities as the Chairman of the meeting.
3. The Vice-Chairman is an ex-officio member with voting rights of all committees.
4. The Vice-Chairman is a member of the Finance Committee.
5. The Vice-Chairman will provide assistance and support to the Chairman.

The Vice-Chairman will assume all responsibilities in the absence of the Chairman of Council.