

PRINCIPAL RESPONSIBILITIES

Accountable to:	The Participants of the Greenwich LINK, itself accountable to the residents of the London Borough of Greenwich
Term of Office:	One year - subject to annual election - maximum of three consecutive years
Appointment Criteria:	Participant of the Greenwich LINK and member of the Executive Committee
Election Arrangement:	Nomination by Executive Committee members and approved by the Annual Meeting
Overall Purpose:	To assist and support the Chair at Executive Committee meetings, facilitating the effective delivery of the Greenwich LINK Workplan and steering the work undertaken by the LINK in consultation with the wider network.

There will be no natural succession from Vice-Chair to Chair of the Committee, as the Executive Committee appoints the Chair, but it will be desirable to view the post holder as a likely and suitable candidate.

Main Responsibilities:

1. Assist and support the Chair at all meetings relating to the Greenwich LINK Workplan and all Tasks Groups and Panel.
2. Assist and support the Chair in the role of leading and co-ordinating the development, planning and delivery of the Greenwich LINK Workplan.
3. To support the Chair in providing leadership to the executive Committee, its Task Groups and other panels in order to attain the smooth and effective functions of the Committee. This would include the briefing of members and participants on matters pertaining to the Greenwich LINK.
4. Support the Chair in the smooth and effective function of Committee meetings.
5. Undertake, by agreement, other specific tasks that may be required by the Chair.