

## **LPPC Job Description for Role of Vice Chairperson**

### **Objective of role**

The main role of the Vice Chairperson is to support the Chairperson with their duties

### **Responsibilities**

- Deputise for the Chairperson if they are unable to attend meetings
- Share responsibility to follow up delegated tasks with the Chairperson
- Support the Chairperson in setting the agenda and liaise with Secretary
- Support Treasurer where required