



## ROLE DESCRIPTION

# VICE CHAIR

**Team:** Executive Committee (EC)

**Location:** UK based

**Liaison with:** All EC members and Trustees

### PURPOSE OF THE ROLE

To support the chairman in leading the Executive Committee (EC)

### KEY TASKS

1. Help run the strategic thinking and tasks associated with central IUS teams (EC)
2. Chair meetings of the Executive Committee in the absence of the chairman
3. Maintain strong and regular communication with the Board of Trustees
4. Continuously look for opportunities to develop the IUS further such as developing new types of events or improving existing projects in innovative ways
5. Raise the public profile of the IUS to the wider community
6. Support workstream management and coaching of workstream leads where required
7. Coordinate with the Treasurer and HR to ensure the financial health of the society
8. Facilitate maintenance of IUS policies and standards

### ESSENTIAL SKILLS

String leadership and management skills

Excellent planning and organisational skills

Able to work on multiple projects at one time

Strong communication skills

Awareness of the discussions and events in the community

Good connection and contacts with different mosques, centres and scholars

### DESIRABLE SKILLS

Have contacts with other youth groups and young professional networks in the UK

Regular contact with scholars in UK and abroad to ensure continuous guidance

Good connection and contacts with leaders of other communities and religious groups