



SpLD Assessment Standards Committee

info@sasc.org.uk

www.sasc.org.uk

Role of Deputy Chair of SASC

According to the Articles of Association, the role of Deputy Chair is for a term of 4 years, with eligibility for reappointment

Meetings

1. Liaise with chair and board members to ensure meetings are planned and documented effectively.
2. In the Chair's absence, to chair meetings of the Board and to deputise for the Chair in any other ways as appropriate.
3. Undertake to send agenda items /raise issues which may need further discussion at SASC meetings.
4. Inform the Chair as far in advance as possible if not able to attend SASC meetings.

General

Support the Chair in the following areas:

1. Assist and support the Chair in providing leadership to SASC, through the governance arrangements, and also act as a 'sounding board' and confidante to the Chair in the execution of his/her role.
2. Build a strong and effective working relationship with the Chair and other directors.
3. Coordinate the board to ensure the terms of reference and procedures are met.
4. Assist with writing the annual report for SASC: a draft to be shared with the Chair of SASC and the SASC board prior to publication at the SASC AGM.
5. Liaise with the Chair of SASC before each Board meeting to cover issues of concern and raise issues for discussion if not already tabled.
6. Help address queries from assessors or educational psychologists about SASC related issues, delegating to Board members as appropriate.
7. Address any queries, complaints or comments made about SASC, having consulted the Chair, Board members or the member concerned if appropriate.

8. From time to time, represent SASC at meetings or ensure this is appropriately delegated.
9. Assist in co-ordinating sub-committees convened for special purposes.
10. Ensure that issues are shared fairly amongst board and committee members
11. Assist the Chair with arbitrating or mediating if there is conflict between SASC members

Guidelines on the desirable qualities of a Deputy Chair

1. To command the respect of the Board Members and the education community through personal record, reputation and achievements.
2. To understand the Board's wider strategy and thereby ensure that operational matters which are consistent with the strategy do not take up time at Board meetings when deputising for the Chair.
3. To be the guardian of the Board's objectivity when deputising for the Chair.
4. To encourage the full participation of the Board in debate and decision-making.
5. To sound out the Board on contentious matters. To foster consensus and be supportive of board members' views in contentious debate.
6. To ensure the good conduct of meetings and assist the general quality of debate.
7. When deputising for the Chair, to introduce items without expressing the Chair/Deputy Chair's view but allow and participate in free debate.
8. Sum up accurately based on all views expressed (including those of the Chair/Deputy Chair), taking the lead as necessary towards an effective outcome.
9. To be well prepared for all meetings.
10. To be able to recognise different qualities and expertise amongst colleagues and to synthesise the optimum decision from the various experts at a meeting.
11. To be able to grasp issues and understand a broad sweep of information, sufficient to demonstrate understanding and awareness of matters in all Board debates.
12. To pursue a non-adversarial approach to colleague Board and sub-committee members in order to promote the maximum potential contribution from all participants.

13. To maintain an aura of serious integrity and professionalism.

How to apply

Applicants will supply a record of their qualifications and relevant professional experience.

The role would be home-based with occasional meetings in person as arranged. All SASC Board members are volunteers and, as such, there is no salary for the role, although paid expenses are offered for attendance at in-person meetings as required.

Please contact SASC if you are interested, sending a current CV and personal statement outlining your experience and interests relevant to the role to:

info@sasc.org.uk.