

**Vice-Chair of TaPRA: Role Description**

The main responsibility of the Vice-Chair is to help lead TaPRA both strategically and as a role model, in ways that support and advance the aims, core values and purposes of the organisation as expressed in the [Constitution](http://tapra.org/constitution/). In particular, they are a Director and the legally nominated Secretary of TaPRA Ltd.; are subject to all of the responsibilities therein, particularly in terms of legal reporting to Companies House and HMRC. Where necessary, the Vice-Chair may need to deputise for the Chair.

With the Chair, the Vice-Chair helps lead TaPRA’s Executive Committee by identifying the key governance decisions to be made; ensuring well founded and transparent decision-making; and managing potential conflicts of interest. The Vice-Chair holds responsibility for ensuring TaPRA adheres to the terms of its own constitution, as an organisation and, especially, operationally at Executive Committee. They oversee Executive Committee nomination and election processes. Crucially, the Vice-Chair ensures the financial health of the organisation and is responsible for all aspects of the financial operation of TaPRA.

They will have a demonstrable commitment to anti-racist, equitable and inclusive practices in Theatre and Performance research and will bring this commitment to enabling the scholarship and careers of individuals and groups who are historically underrepresented in these disciplines.

This is a non-salaried voluntary position which requires, on average, 30 days of work each year.

Duties may include, but not be limited to:

* Ensuring clear, sustainable financial oversight of TaPRA, and compliance with all legal reporting responsibilities of TaPRA Ltd.;
* Liaising with external parties to ensure TaPRA Ltd. is legally compliant in all aspects of its operation (e.g., solicitors, accountants, HMRC, banks etc);
* Financial operation of TaPRA at all levels (e.g, managing accounts; financial approvals and payments; accounting; cost-benefit analysis of spend proposals from Executive Committee, Working Groups and members);
* Financial reporting to members at AGM;
* Maintaining oversight of and compliance with TaPRA’s Constitution (especially in relation to TaPRA Ltd.’s legal obligations);
* Overseeing Executive Committee elections;
* Introducing proposed changes to the Constitution to members at the AGM; managing voting processes to approve or reject these;
* Chairing or judging prize panels;
* With the Chair, responding on behalf of the discipline (often at short notice) to consultation requests from governmental and research bodies and organisations;
* With the Chair, setting the tone and priorities of the organisation, and ensuring these are appropriate in relation to the Constitution and legal requirements of the organisation;
* Work closely with and, where necessary, deputise for the Chair.