

# Board: Volunteer Role Profile

## Vice President

Role Title	President
Role Purpose	<p>Board members support the President and CEO of Women in Transport by providing strategic advice and support in the pursuit of advancing women working in transport, volunteering their time and expertise on a regular basis.</p> <p><b>Vice President</b> Provide oversight and assurance for our volunteer process and our Events and Marketing workstreams. These are key strategic workstreams and at the core of our mission to support women working in transport.</p>
Time commitment	Estimated at 0.5 a week or 15-20 hours a month
Volunteer Name	[vacancy]
Reports To	As part of the Leadership team, you will work collaboratively with the President, Company Secretary and CEO with oversight by the board
Status	Volunteer
Duration	6 month probation, quarterly reviews, maximum term in any one role of 4 years
Subject to Conditions	As per <a href="#">Volunteer Agreement</a>

Remit	Experience/Skills Required
<p><b>General Board responsibilities</b></p> <ul style="list-style-type: none"> <li>Regularly attend and contribute to Board meetings (4-6 per year)</li> <li>Attend relevant WiT events to support the activities and the development of WiT.</li> <li>Provide solid advice to the President and CEO to assist with decision making, and challenging current practice and progress to</li> </ul>	<p>Must be a member of WiT for at least 1 year by 13 May 2021</p> <ul style="list-style-type: none"> <li>Experience as a volunteer for WiT would be highly beneficial</li> <li>Knowledge of our marketing platforms and events programme</li> <li>Team management</li> <li>Project management</li> <li>Works independently, with minimum</li> </ul>

## Vice President

ensure that WiT meets its mission whilst operating in a responsible manner.

- To safeguard the good name, reputation and values of the WiT
- To ensure the financial stability of WiT
- To use any specific skills, knowledge or experience you have to help the Board reach sound decisions, this will involve:
  - o Scrutinising board papers
  - o Leading discussions
  - o Focussing on key issues
  - o Providing guidance on new initiatives and on others areas in which you have specific expertise
- You will be invited to attend all key events e.g. Receptions, APPG events.
- You are expected to portray a positive image of WiT by displaying high standards of service, integrity, punctuality, politeness and professionalism.

### **Vice-President responsibilities**

- Strategic leadership of the Marketing and Events workstreams including managing and supporting the Leads
- Regular review of the volunteer recruitment processes (agreement, role profiles, recruitment form, induction) to ensure we are building a network of volunteers to support all workstreams, that volunteers are supported and we are continuously improving our process - involves working with workstream leads across the WiT board
- Work closely with and alongside the WiT President, CEO and Company Secretary to develop and drive the WiT operating model - this should include a quarterly review and adjustment as significant changes occur external to WiT

supervision

- Has a passion for supporting women working in transport in a positive manner
- Excellent communications skills
- You must maintain the confidentiality of any personal data shared with you in undertaking your duties, ensure that this information is kept secure and not shared for any other purpose or without the consent of the individuals in line with our [privacy policy](#)

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<ul style="list-style-type: none"><li>• To promote a positive image of WiT and use personal connections and platform to promote its growth</li></ul>	
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