

## **The Role of the Vice Chairperson**

1. Deputise for Chairperson when necessary.
2. Assist Chairperson to organise committee meetings.
3. Publicise and promote the philosophy and organisation aims of ASCN nationally.
4. Prepare publicity material for consultation with the other Honorary Officers.
5. Initiate and support working parties and research projects within ASCN on a national basis.
6. Act as an ambassador for the organisation and promote ASCN nationally and conference organisers.
7. Work with the other Honorary Officers in organising the National Conference.
8. Responsible for liaising with conference organisers in planning exhibition for National Conference.
9. Endeavour to progressively move the organisation forward to meet the needs of the UK members, national trends and policies in Stoma Care.
10. Contribute to pre-election meeting with applicants for in committee positions.
11. Chairperson must be informed in advance of unavailability (eg holidays).
12. Promptly respond to e-mails, CC in all committee
13. All matters discussed within committee are confidential.



Association of Stoma Care Nurses UK