



Children's Leadership Team

Vice-Chairperson

Job Description

- Support the Chairperson at all times
- Fill in for the Chairperson in their absence
- Make sure meetings run effectively with the Chairperson
- Meet with Miss Grassie before each meeting to set the agenda
- Make sure everyone is prepared for meetings
- Collect ideas posted from the Children's Leadership Team board
- Feedback regarding the Children's Leadership Team in half school assemblies
- Feedback to governors
- Feedback to the Headteacher after every meeting
- Keep individual folder up to date
- Mentor other children

The Vice-Chairperson needs to have the following qualities

- Spokesperson
- Reliable
- Hardworking and honest
- Organiser
- Communicator
- Mediator
- Good role-model to others

Signed _____ Vice-Chairperson

Date _____