SOS Committee Role: **Vice Chair of SOS**

*SOS Committee members are members who volunteer their time to organise and support SOS where possible. Committee roles are voluntary, and all responsibilities are undertaken in their own time, with the actions spanning across the whole year. There will be sometimes of the year when some actions will be time pressured.*

Role Responsibilities

* Support the Chair to facilitate the business of the organisation working with the committee
* Work closely with the Chair to ensure actions and next steps occur to deliver SOS event
* Deputise for Chair at committee meetings, AGM and EGMs when required
* Attend functions and represent SOS as an organisation
* Consider members feedback, ideas and suggestions to move SOS forward
* Access to the bank account and approve payments
* Communicate with committee members ideas and plans for the coming year
* Write content for the newsletters and member information

Committee Responsibilities and Expectations

As per the Constitution, the committee are expected to:

* Be elected at the AGM and organise the business of Suffolk Open studios for the coming year.
* Attend committee meetings throughout the year to organise the SOS event and make decisions.
* Members may be reimbursed for expenses incurred when working on behalf of SOS and this will be supervised by the Chair, Vice Chair or Treasurer.