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**iIIRG Deputy Chair**

**Roles and Responsibilities**

**Responsible to:** iIIRG Chair

**Main purpose**: To co-manage and co-lead the iIIRG, in conjunction with the iIIRG Chair, working with the Executive Committee and membership and other external organisations, to enhance the iIIRG’s International reputation.

**Remuneration:** Although thisis a voluntary position *per se*, some remuneration can be sought in accordance with iIIRG’s Constitution. The iIIRG will also fund all conference fees during your tenure, including all associated travel and subsistence costs. The iIIRG will not be held responsible for paying any form of leave (including sick leave and maternity leave)

**Indemnity:** Whilst you are serving on the Executive Committee, you will be automatically insured under the iIIRG’s indemnity insurance policy.

**Tenure:** The length of time in the position as Chair is 3 years (as agreed by the Executive Committee in their meeting in July 2018 at Porto, Portugal). If you would like to relinquish your position, there will be a vote by the Executive Committee and/or membership to find a suitable replacement.

**Roles and responsibilities**

The roles and responsibilities of the Deputy Chair are to:

* Assist the Chair and deputise wherever and whenever required to ensure the smooth running of the iIIRG;
* Take on any and all duties as agreed by you and the Chair and Executive Committee;
* Undertake the role of the Chair as and when required. As such, you must be conversant with the Roles and Responsibilities of the Chair as detailed below:

***Roles and responsibilities of the Chair:***

*The roles and responsibilities of the Chair are to:*

* *Ensure that the iIIRG is professionally organised and managed on a day-to-day basis and in accordance with extant policies and procedures. This should be done through the Executive Committee and in accordance with English law as stated in the iIIRG Constitution;*
* *Ensure all matters arising are dealt with efficiently and effectively, delegating any tasks as you and the Executive Committee deem appropriate;*
* *Ensure all documents required by Companies House are sent to them through the group’s accountant (Mr Paul Tranter, 31 High Street, Stokesley, North Yorkshire, TS9 5AD 01642 710603) on a yearly basis (year end is 31st July);*
* *Ensure all Executive Committee members are fulfilling their roles effectively as detailed in their respective roles and responsibilities;*
* *Ensure that all administrative tasks required are completed in a timely fashion through the iIIRG Administrator/s;*
* *Authorise any expenditure that is required for the smooth running of the group (through discussion and agreement with the iIIRG Executive Committee and Deputy Chair/s);*
* *Conduct specific roles as outlined in Appendix 1*

Having read the above roles and responsibilities of the office of iIIRG Chair and Director, I hereby agree to abide by them and I confirm that I have read, understood and agree to abide by the iIIRG Constitution and all extant iIIRG policies. I accept that all discussions within the confines of my role on the Executive Committee will remain confidential at all times:

**iIIRG Deputy Chair: For and on behalf of the iIIRG:**

Signed:………………………………………… Signed:…………………………………………

Name:…………………………………………. Name:………………………………………….

Date:…………………………………………… Date:……………………………………………

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**iIIRG Deputy Chair and Director**

**Specific Roles and Responsibilities**

In addition to the main/overall Roles and Responsibilities of the iIIRG Deputy Chair, the following specific duties have been agreed with the Chair and Executive Committee:

* Deputising for the iIIRG Chair as and when required and when requested to do so by the iIIRG Chair (see copies of his roles and responsibilities);
* The day-to-day management of the iIIRG Administrator/s;
* Management and oversight of all iIIRG yearly conferences and masterclasses (in consultation with the iIIRG Chair);
* Management of the iIIRG Conference Administrator;
* Editor-in-Chief of the iIIRG Journal Investigative interviewing: Research and practice;
* Responsibility for the maintenance and dissemination of information to the iIIRG Scientific Committee (in conjunction with the Chair of the Scientific Committee);
* Responsibility for all iIIRG enquiries (from membership or otherwise) received through the iIIRG website (in conjunction with the iIIRG Administrator/s);
* Responsibility for all membership matters (in conjunction with the iIIRG Administrator/s);
* Co-oversight of all iIIRG sponsorship/strategic partnership by external organisations (in conjunction with the iIIRG Chair and Director);
* Chairing of Executive Committee meetings and Annual General Meetings (when appropriate and when requested to do so by the iIIRG Chair).