

Role Description

Role:	Vice President, College of General Dentistry
Accountable to:	President, College of General Dentistry
Responsible for:	None

1. MAIN FUNCTIONS

The Vice-President is a supporting role to the President and the Council of the College of General Dentistry (CGDent).

Together with the President, the Vice-President will provide leadership to the Council, and be a major contributor to the development and implementation of agreed strategy and policies in the professional and public arenas.

The post holder will help to promote good governance at Council level, and will encourage the commitment of Council Members to the College in the context of the CGDent Code of Conduct, ensuring that the business of the Council is conducted in accordance with its Regulations.

When the President cannot attend external engagements, Vice-President(s) will be expected to attend on their behalf.

Specific duties of the Vice-President will be agreed by the President, and may vary from time to time as the priorities of the College change.

2. TERM OF OFFICE

Vice President(s) are elected by the Council, serving for no more than two years, and subject to annual re-election.

3. SPECIFIC DUTIES AND RESPONSIBILITIES

a. Leadership

- Provide visible leadership to the College membership.
- Assist the President with leading and directing the Council, delegating functions effectively and cultivating an effective team approach.

b. Strategy, Policy and Planning

- Assist the President with leading the Council's development of strategy and policy.

c. Committees

- Attend the principle meetings of the College:
 - General Meetings of the College (at least one per annum)
 - Council of the College (three meetings per annum).
 - President's Executive (between three and five meetings per annum).
- Represent the College on external committees as agreed with the President.

d. Formal and ceremonial

- Attend College events, including any ceremonies and receptions, assisting in the presentation of College awards as required.
- Attend formal events of professional and other bodies on behalf of the College, as required.

e. Advocacy

- Develop relations with other bodies relevant to the interests of the College.
- Cultivate relevant and appropriate initiatives to further the objectives of the College.

Last updated: 19th May 2025