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**Roles and responsibilities of the Vice President, Policy & Practice**

As part of the Institute for Small Business and Entrepreneurship Executive Board, the VP Policy & Practice is responsible for representing the policy and practice agenda of the Institute’s members. The VP has direct responsibility for the Institute’s links with policymakers and small business practitioners; to ensure that partnerships with other bodies are mutually beneficial; and to use their expertise in the policy and practice arenas to jointly represent and inform the Institute’s membership in all matters of small business and entrepreneurship policy and practice.

The VP Policy & Practice is a Board Trustee of the Institute and joins the Executive Board (consisting of the ISBE President, ISBE Deputy President, VP Communities, VP Education & Practitioner Learning, VP Policy & Practice and the ISBE Treasurer).

**Key responsibilities**

* To coordinate the ISBE strategic plan
* To strengthen ISBE’s policy function
* To increase ISBE’s profile and influence
* To form effective partnerships
* To extend the reach and attractiveness of all products and services
* To update the Institute’s strategic plan
* To track the implementation of the strategic plan
* To lead policy-influencing activities
* To manage the list of ISBE strategic partners
* To update the ISBE communication strategy
* To contribute at least 2 guest blogs p.a. that will be hosted on the ISBE website and promoted via the ISBE monthly bulletin
* Working with the ISBE President and other members of the Executive Board to ensure the successful implementation of agreed Institute strategy
* Attending 5-6 ISBE Exec meetings p.a. (normally held before ISBE Board meetings)