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**Roles and responsibilities of the Deputy President (DP) of the Institute for Small Business and Entrepreneurship (ISBE)**

* In accordance with the by-laws, the Deputy President will be identified and appointed within one year of the appointment of the President
* Furthermore, and in accordance with bye-laws, the DP will be appointed from the membership of the ISBE Board. Where the appointed DP also holds a Vice President role, the DP will continue to hold the VP brief for which they are responsible until such time as their tenure expires and a new VP is elected.
* The Deputy President of the Institute for Small Business and Entrepreneurship (ISBE), on election, in accordance with the by-laws, will be expected to understudy the work of the President and where appropriate, be responsible for acting in close support of the President in the conduct of the affairs of the Institute as set out in the job description for the President
* Where appropriate the DP will be expected to deputise for the President in chairing of business meetings of the Board of Trustees or the Executive Board, representing the Institute to the wider membership and the Institute’s public on behalf of the President and in providing counsel to the President on the progress of the affairs of the Institute
* The DP will be responsible for working with the President in preparation for assuming the role of President at the end of the President’s tenure of office