

## Chair of Board of Directors

### Terms of Reference

**TERM OF OFFICE:** Three years, then moving into the Past Chair/Finance Support role for a further three years.

**SELECTION:** Individuals to put themselves forward to the Nominations Committee who will select the most appropriate candidate.

#### QUALITIES REQUIRED:

- Exceptional leadership skills
- Understanding of and commitment to the organisation's mission and values
- Commitment to the role
- Excellent communication and interpersonal skills
- Impartiality and fairness
- Ability to respect confidences

#### ROLES & RESPONSIBILITIES:

- To chair the Board of Directors and as such will facilitate and oversee decisions on strategic and policy issues, professional issues and the overall strategic aims of the organisation
- To clarify, explain, lead and involve all members of the Board of Directors to ensure the business of the Board meeting is conducted efficiently, that correct priority is given to agenda items, and that action points are agreed and noted
- To ensure Lead and Support roles work to their Terms of Reference by supporting and coaching them to understand their role, and to suggest withdrawal if necessary
- To ensure Committees work to their Terms of Reference by supporting and coaching them to understand their role
- To be committed to the vision, mission and values of the organisation
- To keep informed of the activities of the organisation and the wider issues that affect its work
- To ensure the work of the organisation is monitored and evaluated
- To line manage and review performance of CEO and Director of Operations
- To act as a spokesperson and figurehead for the organisation, as required, within reason

**ANTICIPATED TIME COMMITMENT:** Eight to ten days per year

- Attendance at Board of Director meetings: *two face to face meetings per year, plus ten one-hour teleconference meetings per year. More frequent teleconference meetings may be required at intense periods of work.*
- Regular liaison with office staff: *Two to three days per year*

- Attendance at significant events as figurehead of UKCPA: *Variable, but estimated at two to three days per year*

#### **REMUNERATION**

- Travel expenses (and accommodation if appropriate) to face to face meetings will be reimbursed.
- Travel expenses (and accommodation if appropriate) to significant events when representing UKCPA will be reimbursed.
- No remuneration for general activities or routine UKCPA meetings will be offered. However, if additional attendance at events or meetings is required remuneration will be reviewed.

To be reviewed every 12 months.