

BSAC Chair: role description

1. Leadership

- a) The Chair is responsible for the leadership of Council and of the Board. As Chair of its meetings, they are responsible for ensuring that the necessary business of the Council and the Board is carried out efficiently, effectively, and in a manner appropriate for the proper conduct of BSAC's business.
- b) The Chair should ensure through effective working relationships with the Chairs of the BSAC's committees, that committee business is carried on in a proper manner, efficiently and effectively, and that regular and satisfactory reports are presented to Council and the Board.
- c) The Chair should ensure that Council and the Board acts in accordance with the instruments of governance of BSAC and should seek advice from the Hon Sec in any case of uncertainty.
- d) The Chair should ensure that the Council and the Board exercises collective responsibility, that is to say, that decisions are taken corporately by all members acting as a body. The Chair should encourage all members to work together effectively, contributing their skills and expertise as appropriate, and seek to build consensus among them.
- e) The Chair will be responsible for the appraisal/review of the performance of the CEO. The Chair will also set and agree the CEO's objectives and remuneration in consultation with the Board.

2. Standards

- a) The Chair is responsible for ensuring that Council and the Board conducts itself in accordance with accepted standards of behaviour in public life, embracing selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.
- b) The Chair shall ensure that the Hon Sec maintains an up-to-date register of the interests of members of Council and the Board, and shall make a full and timely personal disclosure. The Chair shall ensure that any conflict of interest is identified, exposed, and managed appropriately, in order that the integrity of Council and the Board business shall be and shall be seen to be maintained.
- c) The Chair shall be responsible for ensuring that Council and the board exercises efficient and effective use of the resources of BSAC for the furtherance of its purposes, maintains its long-term financial viability, and safeguards its assets, and to receive assurances that proper mechanisms exist to ensure financial control and for the prevention of fraud.
- d) The Chair is responsible for ensuring that regular reviews of the effectiveness of governance take place, following best practice guidelines as appropriate.
- e) The Chair will be responsible for implementing the discipline and dismissal of board members following the procedures set down in the relevant regulations.

3. The business of BSAC

- a) The Chair is responsible for ensuring that the Council and Board exercise control over the strategic direction of BSAC, through an effective planning process, and that the performance of BSAC is adequately assessed against the objectives which the board has approved.
- b) The Chair should, at all times, act in accordance with established protocols for the use of delegated authority or Chair's Action (ensuring that such protocols are drawn up if none exist).
- c) All instances of the use of delegated authority or Chair's Action should be reported to the next meeting of the Board.
- d) The Chair should endeavour to establish a constructive and supportive but challenging working relationship with the CEO, recognising the proper separation between governance and executive leadership and management, and avoiding involvement in the day-to-day executive management of BSAC.
- e) The Chair, along with other specified members of the Board, will be an authorised signatory for documents as set out in BSAC's policies and procedures.

4. The external role

- a) The Chair will represent Council and the Board externally.
- b) The Chair will actively promote the organisation and act as an ambassador and advocate for BSAC.

5. Personal

- a) The Chair will have a strong personal commitment to BSAC and the values, aims and objectives of the organisation.
- b) The Chair will, at all times, act fairly and impartially in the interests of BSAC as a whole, using independent judgement and maintaining confidentiality as appropriate.
- c) The Chair is expected to attend all meetings of which they are Chair or a member, or give timely apologies if absence is unavoidable.
- d) The Chair will receive feedback on their performance as Chair via an appraisal/review procedure from other members of BSAC's board once every year.
- e) The office of Chair is not remunerated, but the Chair is entitled to reclaim all reasonable travelling and similar expenses incurred during BSAC business.