ROLE DESCRIPTION FOR A CHAIR OF A COMMITTEE OF THE BRITISH ECOLOGICAL SOCIETY

The role of a Chair of a Committee of the British Ecological Society (BES) is to ensure the effective delivery of the Society’s mission and vision. They provide inclusive leadership to their Committee, ensuring each Committee member fulfils their duties and responsibilities. The Chair also supports, and, where appropriate, challenges the Executive Team. They ensure that their Committee operates effectively and works closely with the relevant parts of the Executive Team to achieve agreed objectives. The Chair is responsible for reporting on their area of work to the Board of Trustees. They may act as an ambassador and the public face of the BES in their particular area of work.

In addition to the general responsibilities of a trustee, duties of the Chair are as follows:

- Working effectively with the Executive Team to deliver the Society’s mission and vision
- Representing the BES at functions and meetings, and acting as a spokesperson as appropriate
- Ensuring impartiality and objectivity to all decision-making
- Chairing and facilitating Committee meetings
- Planning the annual cycle of Committee meetings
- Setting agendas for Committee meetings
- Overseeing the preparation of papers for meetings, production of minutes, and completion of actions
- Developing the Committee including induction, training and succession planning
- Addressing conflict within the Committee
- Ensuring that the Committee follows BES policies and procedures, i.e. equality and diversity
- Ensuring that decision making is the collective responsibility of the whole committee
- Attending Board of Trustee meetings or appointing a substitute from their Committee if they are unable to attend a Board meeting
- Reporting to the Board of Trustees on their area of remit
- Providing feedback on staff for the annual appraisal of the Executive Team
- Sitting on appraisal, recruitment and disciplinary panels as required

The term of office for a Committee Chair is 3 years and the maximum number of terms of office that can be served consecutively is 2 terms.

A Committee Chair is expected to chair 2 to 3 meetings of the Committee, attend 4 meetings of the Board of Trustees and attend a joint strategy day each year.

Person specification

In addition to the person specification for a trustee, a Chair should have the following qualities:

- Leadership skills
- Knowledge of the type of work covered by the Committee’s remit
- Experience of committee work

July 2017
• Tact and diplomacy
• Good communication and interpersonal skills
• Impartiality, fairness, and the ability to respect confidence