

BRITISH ASSOCIATION/ROYAL COLLEGE OF OCCUPATIONAL THERAPISTS

ROLE DESCRIPTION

CHAIR OF COUNCIL

1. Accountable to The Council and through Council to the membership (who elect the Chair).
2. Purpose of the role
 - 2.1 Company Chair of the two companies and their directors and trustees.
 - 2.2 Leader of the profession.
3. Responsibilities (in addition to those of a Council Member)
 - 3.1 Work collaboratively with the Chief Executive and ensure the organisation is run in accordance with the decisions of Council, the organisation's governing documents and appropriate legislation.
 - 3.2 In conjunction with the Chief Executive/Secretary, the effective and efficient management of the organisation, optimising the relationship between Council and officer staff.
 - 3.3 Lead Council ensuring that it fulfils its responsibilities for the governance of the organisation.
 - 3.4 Represent the organisation, the membership and the profession to Government, Statutory, National and International and Local Bodies and members.
4. Key Tasks
 - 4.1 To maintain an overview of, and co-ordinate the Association's major activities and to have right of access to any Board or Committee to observe and/or participate.
 - 4.2 To provide leadership to the Association/Royal College and to represent them at the profession's own events and to other bodies.
 - 4.3 To Chair Council, including the preparation of agendas and relevant papers with the Chief Executive/Secretary and Vice-Chair, ensuring that Council functions effectively and carries out its duties.
 - 4.4 To utilise the Chair of Council's casting vote as appropriate.
 - 4.5 To ensure that Council contribute to the overall strategy and policy of the organisation.

- 4.6 To ensure that the organisation's financial dealings and management of identified risks are prudently and systematically accounted for, audited and publicly available.
- 4.7 To monitor that decisions taken are implemented.
- 4.8 To work closely with the Chief Executive to ensure the effective working of Council with senior staff and to periodically review these arrangements.
- 4.9 To ensure that Council members receive appropriate induction and other training.
- 4.10 To chair other Committees, as required from time to time.
- 4.11 To chair the Annual General Meeting or any General Meeting, as defined by the Articles of Association.
- 4.12 To chair the UKOTRF (United Kingdom Occupational Therapy Research Foundation) Advisory Group.
- 4.13 In conjunction with the Chief Executive, to adhere to the governing articles of association in accordance with company law.
- 4.14 To be aware and comply with the Trustees/Directors Code of Conduct and policy on conflict of interest for charity trustees/company directors.
- 4.15 To attend events at which the Patron of the College, Her Royal Highness The Princess Royal, is present and to ensure that protocol is adhered to.
- 4.16 To liaise with the Chief Executive/Secretary concerning correspondence received at Headquarters from the membership, outside agencies, statutory and professional bodies and Government Departments and be responsible for communication to and from Council.
- 4.17 To be involved in the appointment and management of staff as requested and in accordance with HR procedures.
- 4.18 To undertake the Performance Review of the Chief Executive/Secretary ensuring that the annual business plan and budget are delivered.
- 4.19 To brief the in-coming Chair to effect a smooth transition.
- 4.20 To promote the organisation to a wider audience contributing to the future development of the profession and the organisation
- 4.21 To carry out such other tasks as are commensurate with the position which may, from time to time, be requested by Council.

May 2012 – updated July 2019

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INFORMATION SHEET

CHAIR OF COUNCIL

1. Eligibility and Term of Office:

The Chair of Council is a professional member of the Association of at least 5 years' good standing. He/she is elected by the membership. The term of office commences immediately after the Annual General Meeting for a period of one year. It is preferred that candidates standing for this office have had previous experience on Council or on its Boards or Committees.

2. Pattern of Work:

2.1 The Chair may be expected to spend in the region of 30 day throughout the year undertaking this role.

2.2 The role is demanding and candidates are therefore expected to have the support of their employing authority and must have their agreement to be released for this time.

2.3 As there is travelling involved, the Chair should be prepared to spend overnight stays away from home.

2.4 Administrative support is provided by BAOT/RCOT for the Chair as appropriate.

3. Financial Implications:

3.1 Claims for travel, overnight stays, telephone charges and other appropriate items of expenditure are refunded on submission of timely claims accompanied by receipts.

3.2 There is a small sum available to the Chair's employer to cover any "backfill" required. A contribution towards the time lost or for additional, temporary occupational therapy staff for the Chair's employing authority can be negotiated up to a maximum of 30 days per annum.

4. Summary:

The role of Chair of Council is demanding and interesting. The office holder represents the organisation and the profession during the term of office and must be prepared for the many and varied tasks required of him/her.