

Role Description – Chair of the Board

Post: Chair of the Board
Responsible to: The membership of Rotary International GB&I
Term: 3 years (1yr Chair Nominee; 1yr Chair Elect; 1yr Chair)

1. Board Members: role and responsibilities

The purpose of the General Board Member role is to contribute to the effective discharge by the board of its role to:

- Develop and agree the Association’s long-term strategy
- Define clear goals for the Association, evaluating performance against agreed targets
- Ensure the Association complies with its constitution, by-laws and all other relevant laws and regulations
- Ensure the Association is accountable to members, including at the Annual Business Meeting
- Oversee the work of the volunteer operational teams
- Follow proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the General Secretary
- Safeguard the reputation of the Association and Rotary and champion our values: integrity, diversity, service, leadership and fellowship
- Ensure the financial stability of the Association and the proper management and investment of the Association’s funds and other assets
- Ensure the effective and efficient administration of the Association
- Ensure that relevant risks are identified, assessed and appropriately managed
- Represent Rotary International GB&I in public, and in meetings with other stakeholders
- To attend, and chair when relevant, meetings, seminars or workshops

Board members are expected to bring to the work of the board the benefits of their skills, knowledge and experience, and to devote sufficient time to ensure that the board reaches sound decisions. This will include scrutinising board papers, participating in discussions, and keeping up to date with current relevant issues.

2. Chair of the Board: additional responsibilities

In addition to the general duties of board members, in the year in which the board member is the Chair, responsibilities include the following:

2.1 Lead the Board

- Provide leadership to the Association and the board by ensuring that everyone remains focused on the delivery of Rotary’s purpose

- Work with the General Secretary to ensure the Rotary Support Centre strategy and objectives are clearly aligned with the Association's purpose and values
- Lead the Board in scrutinising and reviewing performance against agreed targets and budgets
- Ensure that the Board is able regularly to review major risks and opportunities
- Ensure that the Board fulfils its duties towards the sound financial health of the Association

2.2 Ensure the Association is governed effectively

- Chair and facilitate board meetings, and other meetings where required
- Ensure that board discussions are focused on the purpose of the Association
- Ensure that decisions taken advance the purpose of the Association and are shaped by its values: integrity, diversity, service, leadership and fellowship
- Check that decisions taken at meetings are recorded and implemented
- Ensure a clear and effective working relationship with the Regional Co-ordinators, providing advice, support and challenge as required

With the General Secretary:

- Plan the annual cycle of board meetings and other general meetings where required, including the Annual Business Meeting
- Set agendas for board and other general meetings
- Ensure that the Board fulfils its compliance role, both with the Association's by-laws, and with external legal and regulatory requirements
- Ensure the Board fulfils its responsibility to produce periodic strategic and business plans
- For Rotary Support Centre staff, act as a final stage adjudicator for disciplinary and grievance procedures, if required

2.3 Develop and lead a cohesive, high-performing board

- Develop and maintain effective working relationship with and between board members, addressing conflict or poor discipline if necessary
- Lead and mentor other board members to enable them to contribute effectively

With the General Secretary:

- Board development including induction, training, appraisal and succession planning
- Establish and maintain effective working relationships with other teams, based on clear framework for delegated authority
- Ensure a clear and effective working relationship with the DG Forum, in collaboration with the DG board members

2.4 Supervise and support the General Secretary

- Lead responsibility for proper and formal arrangements for the appointment, supervision, support, appraisal and remuneration of the General Secretary

- Contribute to effective working relationships between the General Secretary, senior staff and board members, ensuring clear roles and responsibilities

2.5 Represent the Association and its work

- Ensure that the Association is accountable to members for its work
- Act as an ambassador and representative for the Association, upholding its reputation and values, and sharing its objectives and achievements

3. Chair-Elect and Chair-Nominee: additional responsibilities

In addition to the general duties of board members, in the years in which the board member is the Chair-Elect or Chair-Nominee, responsibilities include the following:

- Support the Chair in discharging their responsibilities, as directed by the Chair
- Deputise as necessary for the Chair

4. Chair of the Board: person specification

Board Members are expected to demonstrate:

- A commitment to Rotary, its values and to the standards expected in the Rotarian Code of Conduct
- An understanding of the role, function and purpose of Rotary International GB&I
- An understanding of the role, function and purpose of the Rotary GB & I Board and of the duties and responsibilities of a Board Member
- A willingness to devote sufficient time and energy to the work of the Board
- Strategic Vision
- Sound judgment
- The ability to think creatively
- The ability and willingness to articulate their thoughts and opinions effectively
- The ability to work as a member of a team
- The willingness and aptitude to develop their potential skills in relevant areas
- An ability to collaborate and communicate using digital tools

In addition to the person specification for a board member, the Chair is expected to demonstrate:

- Leadership skills and experience (or potential)
- Experience of governance in a corporate or charitable environment, including Rotary
- Tact and diplomacy
- Good communication and interpersonal skills
- Impartiality, fairness and the ability to respect confidences

All Board members should be an active member of a club in a district of Rotary International in GB&I.

5. Term of office, time and travel commitments

- Appointment to the Board is for a three-year term. The first year is as Chair-Nominee, followed by a second year as Chair-Elect. The third year of appointment is as Chair of the Board
- The Board meets at least four times a year
- The Chair of the Board is expected to have regular meetings with the General Secretary, Rotary International Director, and to represent the Association externally as necessary
- In-person board meetings are normally held at the Rotary Support Centre in Alcester, Warwickshire. In addition, the Board’s work increasingly uses digital tools for collaboration and meeting, including MS Teams

Should the Chair of the Board not be available, the Board’s Chair-Elect will act as the Chair of the Board and undertake assignments at the request of the Chair. In the event of neither role being available, the Chair-Nominee will Chair meetings of the Board.

6. Remuneration

Board roles are voluntary, with no remuneration. Expenses for travel, accommodation and out of pocket expenses may be claimed according to current policy as published.

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