

## SCA Chair Job Description and Person Specification

### Overview

All members of the SCA Board are required to:

- Establish the SCA's vision, values and standards and ensure that its obligations to the whole membership, staff and other parties as appropriate are fully understood and met
- Establish the SCA's strategic aims, ensuring the necessary resources (financial and others) are in place in order for the organisation to meet its objectives and review management performance
- Provide leadership of the organisation within a framework of prudent and effective controls which allow risk to be assessed and managed to ensure compliance with company and other statutory laws that apply
- Ensure that the company's obligations to outside stakeholders are understood and met

In addition to the above, SCA Director roles contain the following key elements:

Strategy	All Board members should constructively challenge and help develop proposals on the company's strategy
Performance	Board members should scrutinise the performance of both volunteer and staff when looking at whether agreed goals and objectives have been met and monitor the reporting of performance
Risk	Board members need to be able to satisfy themselves on the integrity of the financial information and that financial controls and systems of risk management are robust and defensible
People	Board members have a key role in identifying skills gaps and in succession planning

SCA Board members should constantly seek to establish and maintain confidence in the conduct of all areas of the SCA's activities. Be independent in judgement and have an enquiring and open mind

The Chair is responsible to the SCA Board

### Purpose of Chair Role:

- To be a Director of the SCA and a member of the SCA Board of Directors
- To chair the SCA Board of Directors
- To ensure the effective management of the SCA decision making and management processes and that of the voluntary officers and committees

### Specific Responsibilities:

- To encourage high standards of propriety and promoting the efficient and effective use of SCA resources.
- Ensure the overall implementation of the SCA Strategic Development Plan
- Ensure when taking decisions the Board takes proper account of guidance given by staff and appropriate outside bodies.

- Be conversant with the Articles of Association and regulations of the SCA, together with the procedure for conducting meetings.
- Through the CEO and staff ensure new appointees to the Board of Directors are fully briefed on the terms of their appointment, and on their duties, rights and responsibilities.
- Ensure the Board has a proper balance of professional, financial and other expertise, together with due regard to the principals of equity and diversity.
- Ensure there is a Code of Conduct in place to ensure Board members, staff and other volunteers operate on the best practices of openness and fairness.
- Ensure that the SCA administration, planning and budgeting procedures are carried out in accordance with the SCA Strategic and Development Plan and policies of the SCA.
- Prepare policy papers for the Board as appropriate

## **Skills and Experience:**

### **Essential**

- Commitment to the success of the SCA and its objectives
- Be informed about the SCA and the environments in which it operates
- Willingness to understand the mechanisms, structures and “rules” that limited companies are obligated to operate under
- Excellent communication skills – written and verbal
- Experience handling sensitive and confidential issues
- Ability to be available to attend SCA events, functions, meetings etc. as appropriate
- 3 to 5 years’ experience working at senior management level

### **Desirable**

- Experience and skills in corporate governance
- Experience of working/volunteering in the not-for-profit/charity sector
- Experience working in a company Board level / Directorial job

### **Values**

- Uphold the highest ethical standards of integrity and probity
- Support other Board members in their leadership of the organisation while monitoring their conduct
- Question intelligently, debate constructively, challenge rigorously and decide dispassionately
- Listen sensitively to the views of others inside and outside the Board
- Gain the trust and respect of other Board members and staff
- Promote the highest standards of corporate governance and seek compliance wherever possible