

## Role description - Chair of the Board of Trustees

### The role

The role of the Chair is to:-

- provide leadership and direction to the Board of Trustees, enabling it to fulfil its responsibilities for the overall governance and strategic direction of the CIHT;
- to support the Chief Executive and, through them, the Institution's staff in the achievement of their work and the delivery of the strategic plan;
- and to act on behalf of the Board as appropriate in case of emergency.

The Board is responsible for making decisions in the following areas.

### Leadership

- Shaping CIHT's planning processes – including the strategic plan and the business plan, the annual budget and supporting documents such as strategic board work plans.
- Responsible for making decisions on key policies such as the investment policy and the reserves policy.

### Governance

- Approving CIHT's annual report and accounts.
- Reviewing the auditors' report on the annual accounts.

### Building relationships

- Receiving reports from the Institution's standing boards and its subsidiaries.
- Receiving reports from the President, Chief Executive, volunteers and senior staff.

### Additional information

In addition to the general duties and responsibilities of a Trustee, the Chair will be responsible for guarding the long term future of the Institution by:

Ensuring that the Board addresses:

- The Institution's strategic development, policies and plans.
- The fulfilment of the Institution's statutory objectives, general functions and duties.
- Meets its legal compliance obligations.
- The delivery of the Institution's services in line with targets and agreed performance indicators.
- The establishment of, monitoring and review governance structures, systems and processes.

Ensuring that the Trustees operate in accordance with governance best practice:

- Ensuring compliance, monitoring performance and maximising effectiveness at both Trustee and Board level.
- Liaising with Chief Executive to keep an overview of the affairs and to provide support as appropriate.
- Facilitating change and development within the Board and within the Institution and liaising with the Chief Executive to achieve this.
- Ensuring that the Board delegates the appropriate authority to Boards/committees/panels, the Chief Executive and others to enable the business of the Institution to be carried out effectively between meetings of the Board.

- Ensuring that the Trustees receive appropriate induction and advice and reviewing the performance of the Board and of Trustees on a regular basis.
- Ensuring that Trustees act reasonably, in the interests of the Institution, and comply with the Charity Commission guidance on conduct for Trustees.

The Chair will have responsibility for:

- Working with the Chief Executive to plan the annual cycle of Board meetings and set agendas.
- Chairing Board meetings effectively, seeking consensus, balancing the need for full debate on key business with the need to manage a busy agenda and reach clear and agreed decisions in a timely manner.
- Authorising action to be taken between meetings of the Trustees, as required to the extent permitted by the Royal Charter, Bye-laws and Regulations.
- Overseeing and supporting the work of the Chief Executive

### What's expected of you?

#### Expected Time Commitments & Term of Office:

- This role is for a two-year term. There is an opportunity to stand again for one further term of two years.
- The role will require an average of up to 1- 2 days each month. There will be frequent communication with trustees and officers, on matters such as arrangements for Board meetings, reviewing draft papers and reviewing draft agendas.
- In total there are 5 Board meetings a year plus preparation work and follow up actions. Also an away day once a year.
- Board meetings usually start at 10 am and are held at the CIHT's offices. Meetings usually finish by 3pm. A sandwich lunch is provided.
- The Chair is also a member of the Council.
- The Chair is the chair of Staff and Remuneration Panel and Nominations Panel

### What's in it for you?

The opportunity to:

- Build on and extend board level experience and transferable skills in strategy, business planning, investment and risk management.
- Help shape the future development of the CIHT
- Access professional networking
- Expand your Continuing Professional Development (CPD) portfolio
- Expand an understanding of the role of governance in a membership organisation and charity.

### About you

This role will suit members with:

- A strong commitment to highways and transportation and the CIHT's strategic objectives and vision.
- Active involvement within the Institution.
- Proven board level experience.
- Availability to attend meetings as scheduled.