

## President (following on from President-Elect Position)

### Appointment

By succession at the AGM (Regulations 2.2), the incumbent having served as President- Elect during the previous twelve months.

A Board member is both a board director and a trustee of the charity.

### Purpose

*The President role is the most prestigious leadership role, with responsibility for ensuring the effective operation of the Society within its Charter, byelaws, regulations, strategic aims, and mission.*

The President role oversees the direction and management of the Society together with the Chief Executive, Executive and Board as well as being the principal representative and spokesperson of the Society.

### Time Commitment and Activities

The President role is one of the most rewarding, but committed, roles in the Board.

The President represents BOHS with international partners and organisations, this includes the American (AIHA) and Australian (AIOH) annual conferences as well as the IOHA conference should it occur in the post-holder's presidential year.

The President will meet regularly with the CEO to discuss all aspects of the operation and management of the Society.

A key focus of the role is to work with major stakeholders such as the HSE and engage with the press and public relations.

In addition, the President will attend fortnightly (virtual) executive meetings.

The time commitment is estimated at 12 hours per week with occasions of higher intensity around conferences etc.

### Eligibility

The post-holder must be a member of the Society.

The post-holder must be able to release the time to fulfil all duties.

(Availability for 12 hours per week is a considerable commitment. The Society does not wish to deter eligible candidates for the role because of the time demands, particularly candidates from less well represented groups or part-time workers. If you are interested in the role of President, but have concerns about the time commitment, please discuss this with the CEO and Honorary Secretary.)

## Duties

- Serve as Chair of all General Meetings, including the Annual General Meeting and any Extraordinary General Meetings (Byelaws 6) and of all meetings of Board (Regulations 4).
- Act as principal spokesperson of the Society and represent its interests at external functions (national and international) to which the Society is officially invited.
- Take active participation in the BOHS Annual Conference including organising the 'President's Session', chairing sessions and supporting the Chief Executive in hosting international guests.
- Lead and chair the Executive (the Presidential Trio and the Chief Executive).
- Provide a leading article for each issue of the Society's membership magazine.
- Prepare and assist the President-Elect in preparation for their Presidential term.
- Report on a quarterly basis to Board on activities undertaken on behalf of the Society.
- Liaise with the Chief Executive on matters of policy and operational matters.
- Support the CEO's line management with the Finance and Commercial Planning (F&CP) Board Sub-Committee and performance reviews.
- Together with other Officers, act when required as one of two co-signatories of cheques, etc. drawn on Society accounts (Regulations 3.1, Financial Principles and Operational Guidelines).
- Assist with the development reviews of Ordinary Board Members.

## Other responsibilities

(The President is a Board Member, Director and a Trustee of the charity, but enjoys full indemnity for their activities.)

In addition to the above responsibilities, as a Board member and Trustee, to represent the interests of members and to work with other Board Members and the Officers of the Society to provide governance and direction for the Society through the effective strategic oversight of its operations and the work of the Head Office, including:

- oversight of risk
- oversight of financial management
- oversight of compliance within the context of Charity and Company Law
- focus on the realization of the mission and strategic aims of the Society
- advice to, support and oversight of Head Office functions, as reported in Quarterly Meetings
- upholding standards
- identifying Reserve Powers
- engaging in pro-active, positive communications with members

(The President is a member of the Executive)

The Executive:

- acts on behalf of Board between Board meetings on urgent matters
- where appropriate, considers and then advises Board on matters such as communication, the implementation of strategic aims, planning, policy and risk
- prepares the agenda for Board meetings
- operates informally, mostly by teleconference or email, with face-to-face meetings as necessary
- reports quarterly to the Board, via the President's Report

### **Who reports to the post-holder?**

- The Chief Executive Officer (CEO) as part of the Presidential Trio.

### **Does the appointment attract any payment?**

Article 5.1 of the Royal Charter prohibits payment of Directors/Trustees but expenses, in accordance with the Society's policies, may be claimed.

### **Committees**

Four full Board meetings per year as Chair (in person or virtual attendance).

Four Finance and Commercial Planning (F&CP) Board Sub-Committee (virtual) meetings (although it is advantageous for the Executive to attend all Board Sub-Committee (virtual) meetings: Strategy and Governance (S&G), and Policy, Publication and Technical (PP&T)).

Away Days as planned for the Board (chair) and for the BOHS Head Office Staff.

Executive meetings convened on a fortnightly basis (chair).