



## **CHAIR AND VICE-CHAIRS of UKELA**

The role of the Chair is to lead the Trustees of UKELA (the Council), having oversight of Council as it fulfils its responsibilities for the governance of the organisation and, when employed, to work in partnership with the Executive Director or other senior practitioners, helping him or her achieve the aims of the organisation. There are currently 4 Vice Chairs who assist the Chair. They act for the Chair when the Chair is not available and undertake assignments at the request of the Chair.

THE RESPONSIBILITIES OF THE CHAIR INCLUDE:

- Providing leadership for the board of trustees (the Council) in its role of setting the strategy and policy of the organisation
- Helping plan the annual cycle of formal meetings
- Ensuring agendas are drawn up for Council and Executive Committee meetings and circulated in good time
- Chairing Council and Executive Committee meetings
- Monitoring that decisions taken at meetings are implemented
- Representing the organisation at functions, meetings and acting as a spokesperson as appropriate including to the media
- Knowing and understanding of UKELA's constitution and financial position
- Liaising with the Executive Director to keep an overview of the organisation's affairs and to provide support as appropriate
- Liaising with the President and other Patrons
- Approving with the Treasurer and signing the Annual Accounts and all other formal documents which bind the Association; to be a joint signatory of cheques
- Leading the process of appraising the performance of the Executive Director
- Sitting on appointment and disciplinary panels

### PERSON SPECIFICATION FOR CHAIR AND VICE-CHAIRS

In addition to the qualities needed by all trustees, the Chair/Vice-Chairs should also possess the following:

- Leadership skills
- Expertise in environmental law
- Experience of committee work
- Tact and diplomacy
- Good 'people' skills
- People management skills
- Impartiality, fairness and the ability to respect confidences

It would also be desirable for the Chair/Vice Chair(s) to have knowledge or experience of the workings of the voluntary sector

The Chair and Vice-Chair(s) are appointed annually at the first Council meeting after the Annual General Meeting. They can be removed by a vote of a majority of all Council members.

UK Environmental Law Association: better law for the environment

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