Role Specification for the Chair and Deputy Chair of the Board of Trustees

The responsibilities of duties of the Chair and Deputy Chair cover two areas: those as a Trustee and those specifically designated to the Chair and Deputy Chair of the Board of Trustees. The term of office of the Deputy Chair is two years, followed by two years as Chair. The responsibilities of both the Chair and the Deputy Chair are included in the same Role Specification for completeness.

Responsibilities as Trustees

The Board of Trustees (the Board) is made up of elected, appointed or co-opted RCSLT members and appointed or co-opted non-members as authorised by the Articles.

Trustees bring an independent judgement to bear on issues of strategy, performance, key appointments and accountability.

Trustees agree to adhere to the Code of Conduct for Trustees.

The duties of Trustees are to:

- Provide strategic direction for the RCSLT by setting the framework for policy and operational performance, including agreeing the Corporate Strategy and overall ambition of the organisation
- Monitor the reporting of performance
- Satisfy themselves that quality and financial information is accurate and that controls and systems of risk management are robust and defensible
- Have a prime role in appointing and where necessary, removing the CEO and in succession planning
- Ensure the Board acts in the best interests of the profession and is fully accountable to the profession for the services provided by the organisation and the funds it uses
- Adhere to relevant codes of conduct.

Trustees may also have a key role in a committee or may have a specific role on the Board. Separate role descriptions are provided for these roles.

Declaration of Interests

It is a requirement that the Chair and all Trustees should declare any conflict of interest that arises in the course of conducting RCSLT business. The RCSLT will maintain a register of members’ interests to avoid any danger of Trustees being influenced, or appearing to be influenced, by their private interests in the exercise of their duties. All Board members are therefore expected to declare any personal or business interest which may influence, or may be perceived to influence, their judgement. This should include, as a minimum, personal direct and indirect financial interests and should normally also include such interests of close family members. Indirect financial interests arise from connections with bodies which have a direct financial interest, or from being a business partner of, or being employed by, a person with such an interest. In
addition, any conflicts of loyalty arising from the membership of or association with similar organisations to the RCSLT must be declared.

**Responsibilities as Chair of the Board of Trustees**

To provide strategic leadership to the Board in the execution of their duties including:

- Development of the RCSLT strategic plan
- Active monitoring of the implementation of the RCSLT strategic plan, through agreed processes, policies and Key Performance Indicators
- Compliance with the RCSLT’s governing documents, charity and company law and other relevant legislation or regulations
- Safeguarding the assets, good name and ethos of the RCSLT
- Promoting the interests of the profession and its clients to the general public, politicians and other key decision makers if required

In addition, the Chair will:

- Chair Board meetings
- Oversee the induction, mentoring and development opportunities for Trustees
- Lead the selection process for new Trustees
- Work collaboratively with the CEO and SMT to achieve/support the RCSLT’s objectives
- Appoint, appraise and where necessary implement disciplinary procedures for the Chief Executive
- Appoint and where necessary implement disciplinary procedures for the Company Secretary
- Carry out preliminary investigation of complaints against Trustees, Committee members or the CEO should they arise, and appoint Trustees to an Investigative Committee if required

In collaboration with the CEO:

- Be a public representative of the SLT profession and speak on behalf of the RCSLT when required
- Provide dynamic and effective leadership to the profession
- Develop effective relations with other professions and bodies concerned with the care of people with speech, language and communication needs and eating, drinking and swallowing difficulties including other Allied Health Professional organisations
- Agree agendas for Trustee meetings

**Responsibilities as Deputy Chair of the Board of Trustees**

- In the absence of the Chair, assume all responsibilities and duties of the Chair.
- Assist the Chair in the selection and induction process for new Trustees
- Assist the Chair to achieve the strategic goals of the profession
- Attend RCSLT committee and other meetings as an ex-officio member as necessary
- Assist the Chair in setting and monitoring objectives for the Chief Executive as part of the annual appraisal process
- Assist in the investigation of complaints against Trustees, Committee members or the CEO should they arise
• Take the lead in the investigation of a complaint against the Chair of the Board of Trustees should one arise

Commitments

The Chair and Deputy Chair are expected to make the following commitments:

• Attend meetings of the Board of Trustees, four times per year, usually in London, and other meetings as necessary
• Make time available to read Board papers prior to meetings so as to be able to contribute fully to Board meetings
• Attend meetings with stakeholders where appropriate
• Be available for regular catch up telephone conversations and urgent decisions where required
• Attend Board development opportunities as appropriate
• Liaise with other Trustees as appropriate
• Chair any additional steering groups or working groups as required

As Chair, the total time commitment is approximately one day per week (although this does vary over the year). The RCSLT reimburses the Chair’s employer for that time under a formal service level agreement.