



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

The responsibilities and 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 appointed or co-opted RCSLT members and appointed and 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 Trustee Code of Conduct including the Statement of Values and Behaviours.

The duties of Trustees are to:

- Provide strategic direction for the RCSLT
- Monitor delivery of the Vision and Annual Operating Plan
- Satisfy themselves that qualitative and financial information is accurate and that controls and systems of risk management are robust and defensible
- Ensure that the RCSLT is financially viable
- Ensure that the RCSLT fulfils its legal obligations
- 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
- Act as an ambassador for the RCSLT

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

All Board members should declare any personal or business interest which may influence, or may be *perceived* to influence, their judgement. Trustees must not, under any circumstances, accept gifts or hospitality where this could be seen as likely to influence the decision of the Board.

Responsibilities as Chair of the Board of Trustees

To lead the Board in:

- Development of the RCSLT Vision and Annual Operating Plan
- Active monitoring of the implementation of the RCSLT Vision and Annual Operating Plan
- Ensuring compliance with the RCSLT's governing documents and relevant legislation and regulations
- Ensuring that the RCSLT has effective corporate governance which is in line with best practice
- Safeguarding the assets, good name and ethos of the RCSLT
- Promoting the interests of the profession

In addition, the Chair will:

- Chair Board meetings, oversee the production of the agenda and minutes, and ensure the completion of agreed actions for Board meetings
- Oversee the induction, mentoring, appraisal and development of Trustees
- Appoint, appraise and where necessary implement disciplinary procedures for the CEO
- Lead the decision making around performance related payment for the CEO
- Appoint and where necessary implement disciplinary procedures for the Company Secretary
- Lead the response to any complaints against Trustees, Committee members or the CEO
- Be a public representative of the SLT profession and speak on behalf of the RCSLT when required

In collaboration with the CEO:

- Work collaboratively with the CEO and SMT to achieve/support the RCSLT's objectives
- 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
- Support the Chair in leading the Board and acting as a sounding board and source of advice for the Chair
- Lead 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, either in person or virtually, and other meetings as necessary
- Attend the AGM
- 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 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 contractual agreement.

As Deputy Chair, the total time commitment is approximately ½ day per week (although this does vary over the year). The RCSLT reimburses the Deputy Chair's employer for ½ day per week in the second year of the two year term of office under a formal contractual agreement.

Approved by the Board May 2022