Volunteer Role Profile

<table>
<thead>
<tr>
<th>Role:</th>
<th>Chair</th>
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<tbody>
<tr>
<td>Responsible to:</td>
<td>The Board of Trustees and the members</td>
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<tr>
<td>Responsibilities for people:</td>
<td>Line manages the Chief Executive</td>
</tr>
<tr>
<td>Term:</td>
<td>3-9 years. Trustees are elected for a 3 year term and can stand for a further two 3 year terms (9 years total).</td>
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<tr>
<td>Time Commitment:</td>
<td>Approximately 20 days per year (averages 1-2 days per month). See more details below.</td>
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Contacts for further information

Current Chair of the Board of Trustees: Chris Miles
Honorary General Secretary: Barry O’Kane
Chief Executive: Julia Hanmer

Background

The Botanical Society of Britain and Ireland (BSBI) works to advance the understanding and appreciation of wild plants and support their conservation in Britain and Ireland. Through our science and data, training and outreach, events and communications, we work towards a world where wild plants thrive and are valued. We welcome and support everyone interested in wild plants, from beginner botanists and non-specialists to renowned experts in the field. We have a growing membership, currently over 4000. BSBI is constituted both as a company limited by guarantee (registered in England & Wales) and as a charity (registered in England & Wales and in Scotland).

We are looking for a Chair to lead the Board of Trustees and ensure it governs the Society effectively, in line with the BSBI Strategy, vision and mission. The role works closely with the Chief Executive, trustees, President and Chairs of BSBI Standing and Country Committees.

We are seeking someone with good leadership and communications skills and experience of charity governance, as well as a strong commitment to our cause. Further training and support can be provided in the role. Most of all we need someone with the enthusiasm and time to help us make a difference for botanists, botany and wild plants.
BSBI aims to be transparent and inclusive in the way we recruit and support our trustees. We welcome and value diversity and recognise that difference brings a wide range of perspectives that is valuable to our work.

The Role - Responsibilities and Tasks

The overall role of the Chair is to lead the Board of Trustees in strategy, good governance and policy development. The Chair plays a key role in helping the Board of Trustees to discharge its responsibilities by overseeing the Society’s performance, its resources and assets. The Chair advises on minimising risks, ensuring that robust policies, systems, controls and budgets are all in place. As a trustee, the Chair also contributes towards decisions to develop our charity and our work, in line with our Strategy and policy.

The duties of the Chair include the following:

- Chair and facilitate Board of Trustee meetings, a minimum of 4 per year
- Chair the Annual General Meeting and the Forum meeting (once a year) and where appropriate represent BSBI at other functions and meetings
- Give a lead to the Trustees, Chief Executive and Committees (3 standing committees, 4 country committees) in ensuring we meet our charitable objectives, adhere to the BSBI Articles of Association and Governance Handbook and take forward the Society’s Strategic Plan.
- Undertake reviews with each Trustee to ensure they are able to maximise their contribution to the Society
- Give direction to Board of Trustees policy-making, bring impartiality and objectivity to decision making and ensure implementation of policies and strategies of the society by Trustees
- Maintain contact with and support the Chief Executive and key staff in delivering the Strategic Plan and associated work programme, for example through regular catch ups with the Chief Executive and by occasionally joining staff meetings
- Undertake the annual performance appraisal review of the Chief Executive
- Maintain regular contact with the President
- Attend other meetings as necessary including sub committees of the Board of Trustees and activities of particular relevance to the Society’s business such as revisions to BSBI Strategy.
- With the Chief Executive and Hon Gen Secretary:
  - Plan the annual cycle of Board of Trustees meetings, the AGM and Forum meeting
  - Set agendas for the Board of Trustees meeting and AGM
  - Develop the Board of Trustees, including induction, training, appraisal and succession planning
  - Address conflict within the Board of Trustees and within the organisation in liaison with relevant Trustees, President and staff.

Person specification

For the Chair we are particularly looking for someone with:

- Experience of being on a board and good understanding of governance and the duties of trustees
- Senior level Environment and / or voluntary sector background
- A sense of strategic purpose

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Leadership skills
- The ability to listen and engage effectively. Comfortable with challenge and debate and able to encourage that in others whilst fostering a collaborative board environment
- Excellent communication skills
- A strong interest in botany, botanists and wild plants and commitment to our vision and mission
- Experience of involvement in a membership organisations is desirable

Benefits
Becoming Chair of BSBI is an opportunity to help shape and contribute to our work towards a world where wild plants thrive and are valued. Your motivation is important to us and we aim to identify how we can support you to gain valuable skills and experience, as well as asking for your time and input. Training is also available. As Chair you will use your current skills, knowledge and experience and develop new ones in areas such as in charity governance, financial management, strategy, decision-making and facilitating discussion.

Time Commitment
We estimate the time commitment for this role needs as approximately 20 days per year, as follows:

<table>
<thead>
<tr>
<th>Rough breakdown of time</th>
<th>What is involved</th>
<th>Approximate number of days per year</th>
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<tbody>
<tr>
<td>Chair Board of Trustees meetings</td>
<td>Including planning agenda, writing any papers (e.g. risk assessment) and reading/travel, actions</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Board meetings are held four times a year, 3 hours each, in March, June, September and December. These may be held in person or online. The aim is to have two face to face meetings a year in London, to help build the Trustee team, but with hybrid options for those who cannot attend in person. The Board consists of up to 12 BSBI members, including the Chair and Honorary General Secretary. The President, Chief Executive, Finance Manager and Head of Science also attend Board meetings.</td>
<td>5</td>
</tr>
<tr>
<td>Chair AGM/Forum</td>
<td>Including planning events, annual report, audit, strategy progress</td>
<td>4</td>
</tr>
<tr>
<td>Board of Trustees reviews/skills</td>
<td>Including writing summaries for board papers</td>
<td>2</td>
</tr>
<tr>
<td>matrix/inductions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other committee/meeting</td>
<td>Attend some of the meetings of: Nominations, Awards and Governance committee, Finance</td>
<td>3</td>
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<tr>
<td>attendance</td>
<td></td>
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Committee, Standing and Country committees, BSBI conferences etc.

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<tr>
<th>Support Chief Executive/general correspondence</th>
<th>2 hrs 2x month, review and various correspondence.</th>
<th>6</th>
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<tbody>
<tr>
<td><strong>Total</strong></td>
<td><strong>Approx 20 days</strong> (averages 1-2 days per month)</td>
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**How to apply**

BSBI trustees (including the Chair) are encouraged to be a member of the Society before being elected as a trustee by members at the Annual General Meeting. The Chair needs to be appointed by the Board of Trustees from amongst the trustees.

If you are interested in becoming a trustee and the Chair of BSBI, please apply by 10am Monday 19th August by sending your CV and a covering letter to recruitment@bsbi.org. In your covering letter please outline why you want to take on these roles and what you can bring to them. You may then be invited to an informal interview with the current Chair and another trustee, to discuss the role further and what you can bring to it. This also offers an opportunity to explain what the current needs of the Board of Trustees are and for you to share how you can strengthen governance as Chair.

We can also provide information on the trustee nomination process for election by members at the Annual General meeting on 21st November 2024, and the process for trustees to appoint the next Chair (at the Board meeting on 10th December 2024).

If you have questions about the Chair role please get in touch with Chris Miles, the current Chair of the Board of Trustees, Barry O’Kane, Honorary General Secretary or Julia Hanmer, Chief Executive.

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