



Role Description

Vice Chair of the Trustee Board

Role Summary

The role of the Vice Chair is to provide support to the Chair and to the Board of Trustees to enable the Board to fulfil their responsibilities for the overall governance and strategic direction of the organisation.

The Vice Chair will concentrate specifically on delivering the operational aspects of the JCCP Strategic Plan and performance management.

To work in partnership with the Chair, Chief Executive and Registrar and other Committee Chairs to achieve the aims of the organisation; and to optimise the relationship between the Board of Trustees and the staff.

Duties and Responsibilities

Operational Leadership

- Ensure that the JCCP delivers its key operational activities and hits all key performance indicators'
- Ensure that the Board regularly reviews major risks and associated opportunities, and satisfy itself that systems are in place to take advantage of opportunities, and manage and mitigate the risks

- Working with the CEO and Registrar and the Chair of the JCCP Policy, Resources and IT Sub Committee to ensure that the Board fulfils its duties to ensure sound financial health of the charity, with systems in place to ensure financial accountability

Governance

- Oversee the delivery of the JCCP Operational targets
- Ensure that the JCCP maintains its PSA accreditation.
- Chair's the JCCP Trustee Board in the absence of the Chair.
- Ensures that the JCCP is compliant with all aspects of its status as a UK approved chairity.

External Relations

- To represent the Charity at the highest level to local or national government, regulatory authorities, the media, involved stakeholders and the general public
- Act as an ambassador for the cause and the charity
- Act as a spokesperson for the organisation when appropriate
- Represent the charity at external functions, meetings and events
- Facilitate change and address any potential conflict with external stakeholders

Relationship with the Chief Executive and Registrar, other JCCP committees and the wider management team

- Establish and build a strong, effective and a constructive working relationship with the Chief Executive and Registrar, ensuring s/he is held to account for achieving agreed operational targets
- Support the Chair and Chief Executive and Registrar, whilst respecting the boundaries that exist between the roles.
- Ensure regular contact with the Chief Executive and Registrar and develop and maintain an open and supportive relationship within which each can speak openly about concerns, worries and challenges
- Liaise with the Chief Executive and Registrar to maintain an overview of the Charity's affairs, providing support as necessary
- Ensure that the Chief Executive and Registrar has the opportunity for professional development and has appropriate external professional support

Person Specification for Chair of Trustees

In addition to the qualities required of a Trustee of the charity, the Vice Chair must also meet the following requirements:

Personal Qualities

- Demonstrate a strong and visible passion and commitment to the charity, its strategic objectives and cause
- Personal gravitas to represent a significant national organisation
- Exhibit strong inter-personal and relationship building abilities and be comfortable in an ambassadorial role
- Demonstrate tact and diplomacy, with the ability to listen and engage effectively
- Strong networking capabilities that can be utilised for the benefit of the charity
- Ability to foster and promote a collaborative team environment
- Ability to commit time to conduct the role well, including travel and attending events out of office hours

Experience

- Experience of operating at a senior strategic leadership level within an organisation
- Successful track record of achievement through their career
- Experience of charity governance and working with or as part of a Board of Trustees
- Experience of external representation, delivering presentations and managing stakeholders
- Significant experience of chairing meetings and events

Knowledge and skills

Essential

- Broad knowledge and understanding of the non-surgical cosmetic sector and current issues affecting it.
- Understanding of regulation in the public sector, patient safety and harm free care.
- Strong leadership skills, ability to motivate staff and volunteers and bring people together
- Financial management expertise and a broad understanding of charity finance issues
- Good understanding of charity governance issues

- Awareness of equality and diversity issues
- Ability to listen and communicate effectively
- Ability to command the respect of JCCP stakeholders.

Desirable

- Broad knowledge and understanding of the non-surgical cosmetic sector and current issues affecting it.

Time Commitment

- 6 Board meetings per year.
- The Vice Chair is also expected to have regular meetings with the Chair and Chief Executive and represent the Charity at various events and meetings with key stakeholders.
- Due to the exceptional complexity of the role and that this is a newly established charity the Vice Chair will be expected to commit to at least 2 working days per month.
- In addition to attending the main Board meetings, the Vice Chair has the right to attend the three key Committees, which all meet quarterly – Practice Register Committee, Education and Training Committee and the Policy, Resources and IT Committees.
- Approximately 25 days per year.

Terms and Conditions

- 2 year term renewable for up to 3 terms.
- Agreed expenses
- Remuneration – Nil – under review
- Standards in public life – The Vice Chair must demonstrate knowledge and commitment to the ‘Seven Principles of Public Life’ as set out by Nolan.
- The Vice Chair must also declare any conflict of interest that arises in the course of Council business.

