

REGIONAL ADVISORY BOARD CHAIR: ROLE PROFILE

1 PURPOSE OF THE ROLE

- 1.1 A volunteer role whose purpose is to bring local knowledge and contacts to support the Regional Advisory Board deliver its charitable objects, its strategic objectives and its current Business Plan.
- 1.2 To provide leadership and inspiration for the Regional Advisory Board so that it delivers its Purpose which is to:
 - 1.2.1 Provide 'Reach' – utilise local knowledge, ideas and capacity to build new relationships, including to enable more people to use and enjoy the waterways; actively seek to 'reach' the diverse local communities that the Trust serves.
 - 1.2.2 Act Local – translate national priorities into local initiatives, feeding into the Trust's integrated business planning process.
 - 1.2.3 Advise – inform the Trust's strategic planning and thinking, help the Trust remain relevant by proactively gathering and feeding back on local 'outside world' priorities, opportunities and risks.
 - 1.2.4 Connect and Influence – identify, engage with and enable access ('open doors') to relevant local and regional decision-makers and policy-formers, across all sectors; broaden the Trust's engagement with local 'power bases'; help the Trust grow its supporter base, including helping to raise awareness of the Trust in the local community.
 - 1.2.5 Be Pioneering/Pathfinding – identify and trial new ways of delivering Trust ambitions and priorities and meeting objectives.
 - 1.2.6 Share – develop sustainable mechanisms to exchange learning, resources and ideas between Partnerships.
- 1.3 To support and promote the work of the Trust and ensure its values are evident in all the work of the Regional Advisory Board.

2 DUTIES AND RESPONSIBILITIES

2.1 General Duties

- 2.1.1 To chair meetings of the Regional Advisory Board, and to set its work programme.
- 2.1.2 To be a Council Member, *ex officio*, and hence to attend and contribute to at least two Council meetings each year.
- 2.1.3 In conjunction with Trust management, act as champion for the Trust in the Regional Advisory Board area, for example, with local media and political leaders.
- 2.1.4 Utilise, and make recommendations for improvement where relevant, those mechanisms established by Trust management to:
 - 2.1.4.1 Comment on and appropriately influence the direction of resources as part of the annual Business Planning Process.

- 2.1.4.2 Feed into the Trust's response to statutory planning and other consultations.
- 2.1.4.3 Provide information and advice to assist the Chief Executive and the Chair of the Board of Trustees to manage any nationally significant relationships with locally elected representatives.
- 2.1.5 In accordance with the annual agreement with Trust management, prepare or otherwise contribute to an Annual Report on the work of the Regional Advisory Board.
- 2.1.6 In accordance with the annual agreement with Trust management, hold or otherwise contribute to a local Annual Public Meeting to which the general public in that locality is invited.
- 2.1.7 With a view to the sharing of knowledge and good practice, attend and contribute to national meetings of Regional Advisory Board Chairs (to which Trustees and Executive Directors may also be invited).
- 2.1.8 To assist with planning stakeholder events, and to co-host these with Trustees and Trust senior management as required.

2.2 **Partnership Members**

- 2.2.1 To ensure that the Regional Advisory Board reflects the diversity of the community it serves, and consists of a broad range of appropriate skills and experience.
- 2.2.2 To determine the size of the Regional Advisory Board within the parameters set by the Appointments Committee.
- 2.2.3 In conjunction with Trust management, to lead the recruitment of Regional Advisory Board Members for ratification by the Board of Trustees.
- 2.2.4 Ensure there is an induction programme for new Regional Advisory Board Members.

3 **KEY CONTACTS**

- 3.1 The Chair will forge close working relationships with Trustees and Trust management at all levels.
- 3.2 The Chair will assist Trust management and the Regional Advisory Board itself forge close working relationships with local business leaders, community groups, volunteers, funders and supporters, other stakeholders, partners.
- 3.3 The Trust will nominate a member of Trust management to work closely with the Regional Advisory Board Chair and to sit on the Board *ex officio*.

4 **KEY SKILLS AND EXPERIENCE**

- 4.1 Regional Advisory Board Chairs will have most or all of the following skills and experience:
 - 4.1.1 Enthusiasm for and understanding of the aims of the Trust.
 - 4.1.2 Leadership experience and the ability to work strategically and collaboratively.
 - 4.1.3 Experience of working in, and networking with large, diverse and complex partnerships spanning public, private, charitable and voluntary sectors.
 - 4.1.4 Capability to lead development of local engagement and participation, particularly with a view to reflecting the diversity of the local area.
 - 4.1.5 Understanding of the role that volunteers and supporters play in the Trust, and a willingness to develop this locally.
 - 4.1.6 Ability to act as an ambassador in all external-facing activity.

- 4.1.7 Credible and respected locally and regionally.
- 4.1.8 Excellent communicator across a range of media, at ease with diverse audiences.
- 4.1.9 Team player, open and participative, non-status conscious.
- 4.1.10 Availability of time and energy to commit to development of the Regional Advisory Board.

5 APPOINTMENT

- 5.1 The Appointments Committee will appoint the Chair of the Regional Advisory Board (A27, 2.5). Recruitment shall be through open competition including advertisement in relevant media (R2.5).
- 5.2 The Appointments Committee will appoint Regional Advisory Board Chairs for a term normally of 3 years but may be of a longer (not exceeding 4 years) or shorter term as the Appointments Committee with the agreement of the Trustees decides (R2.5).
- 5.3 If at the end of the first appointed term of a Regional Advisory Board Chair, the Appointments Committee is satisfied with the annual appraisals of that Chair, the Appointments Committee may, with the agreement of the Trustees, appoint that Chair for a further term normally of 3 years but may be of a longer (not exceeding 4 years) or shorter term as the Appointments Committee with the agreement of the Trustees decide (R2.5).
- 5.4 The Appointments Committee may remove Regional Advisory Board Chairs before the expiry of his or her term where the Appointments Committee consider this to be in the interests of the effective achievement of the purposes of the Trust (R2.7). In such circumstances, a Regional Advisory Board Chair has the right of appeal.

6 CONDUCT

- 6.1 The Regional Advisory Board Chair will uphold the values of the Trust, will protect the reputation of the Trust and will always act in the best interests of Trust.
- 6.2 The Regional Advisory Board Chair is expected to recognise potential conflict of interest and to avoid putting him/herself in situations where a potential conflict of interest may interfere with, or be seen to interfere with the best interests of the Trust. The Regional Advisory Board Chair must not use any information received via the Trust or the Board for personal gain.

7 REPORTING LINE

- 7.1 The Regional Advisory Board Chair reports to the Board of Trustees.

8 PERFORMANCE REVIEW

- 8.1 Trust management will ensure the performance of the Chair of the Regional Advisory Board is reviewed on at least an annual basis and will ensure constructive feedback and assistance is provided.
- 8.2 The Chair of the Regional Advisory Board will appraise the performance of the Regional Advisory Board Members.

9 TIME & TRAVEL COMMITMENT

- 9.1 This is a volunteer role which is not remunerated. Reasonable expenses incurred will be reimbursed.
- 9.2 It is expected that the role will require around 2-3 days per month, with a significant part of this during the working day.