

JOB DESCRIPTION: PRESIDENT, PRESIDENT ELECT and VICE-PRESIDENT

This job description should be read in conjunction with the Terms of Reference for the Board of Trustees and for Advisory Council, which contain roles, duties and responsibilities of all members of those bodies.

THE ROLE

The President, President-Elect and Vice-President act as figureheads for the Landscape Institute, providing leadership of the Institute, instigating, developing and maintaining links with key contacts and partners, and representing the Institute at functions, meetings and in the media as appropriate.

THE PRESIDENT

Key Responsibilities

In addition to the general responsibilities of a trustee:

1. To provide leadership to the Landscape Institute through chairing the Board of Trustees and the Advisory Council and to ensure that Board and Council members fulfil their duties and responsibilities for the proper governance of the Institute.
2. To ensure that both Board and Council members work in accordance with the duties responsibilities and principles laid down in their terms of reference.
3. To support, and where appropriate, to challenge the Chief Executive and to ensure that the Board works in partnership with the Chief Executive Officer and staff team.

Duties and tasks to fulfil the key responsibilities

- **To guard the long-term future of the Institute by ensuring that:**
 - The board sets the mission, vision, strategy and high-level policies for the Institute within the powers and restrictions of the Charter;
 - To Board takes steps to monitor the performance of the Institute and to ensure that the Institute satisfies all regulatory and legal compliance requirements;
 - Major risks to which the Institute is exposed are reviewed regularly and systems are established to mitigate these risks without the Institute becoming inappropriately risk averse;
 - The Institute has a satisfactory system for safeguarding the Institute's assets and ensure that moneys are invested to the maximum benefit of the Institute within the constraints of the law and ethical and other policies laid down by the Board;
 - The Institute's financial dealings are systematically accounted for, audited and publicly available;
 - Internal controls and systems (both financial and non-financial) are audited and reviewed regularly;
 - The Board and the Institute are fair and open to all sections of the community in all the Institute's activities;
 - The Board and the Institute listen to the views of all members and key stakeholders.

- **To ensure the highest possible standards of governance by ensuring that:**
 - The Institute has an appropriate governance structure which is reviewed regularly
 - The Board delegates sufficient authority to its committees, the President, the Chief Executive and others to enable the business of the Institute to be carried on effectively between meetings of the Board;
 - The Board and committees delegated authority is written in their terms of reference, job descriptions for honorary officers and for key staff and the Board monitors these delegated powers;
 - Board members collectively have the skills required to govern the Institute well, and the Board has access to relevant external professional advice and expertise;
 - There is a systematic, open and fair procedure for recruitment and co-option of trustees, future Presidents and honorary officers and future Chief Executives;
 - Trustees act reasonably, always in the interests of the Institute;
 - The Board of Trustees regularly reviews its performance.

- **To ensure the proper and efficient conduct of Board meetings by:**
 - Chairing trustee meetings effectively, seeking consensus, balancing the need for full debate on key questions with the expeditious despatch of business so as to reach clear and agreed decisions as swiftly as possible;
 - Encouraging all trustees to participate and to feel free to challenge constructively both the President (as Chair) and the Chief Executive;
 - Taking an active role in ensuring that board agendas are meaningful and reflect the key responsibilities of trustees;
 - Ensuring that the Chief Executive and their staff provide the Board with relevant, timely and accurate information in order to allow the Board to discharge its responsibilities. This should include alerting the Board to major risks, informing the Board of current and future key issues and informing the Board about external changes which may impact on the organisation;
 - Ensuring that Board decisions are made in the best, long-term interests of Institute and that the Board takes collective ownership of these decisions;
 - Ensuring that decisions taken at meetings of the Board are implemented;
 - Ensuring that there is an annual programme of Board and committee meetings.
 - Ensuring appropriate communication between the standing committees, the Board and Council.

- **To support the Chief Executive by:**
 - Ensuring there are clear open processes for the recruitment (and if necessary, dismissal) of the Chief Executive, and for setting and reviewing the remuneration package of the Chief Executive;
 - Ensuring that the Board focuses on its governance and supervisory remit and is clear that its role is not to act as a management committee
 - Providing leadership to the Chief Executive to ensure that the Institute is run in accordance with the decisions of the Board and the Institute's Charter and that there is clarity about the Institute's objectives at all levels;

- Communicating regularly and arranging meetings with the Chief Executive at appropriate frequency and developing a close professional relationship with the Chief Executive within which each can speak openly about concerns and challenges;
 - Ensuring that appropriate supervision arrangements are in place for the Chief Executive, and that the Chief Executive is acting in a manner consistent with their responsibility to the Board as a whole and not to any one individual trustee or group of trustees;
 - Ensuring that the Chief Executive's performance is reviewed regularly;
 - Ensuring the Chief Executive has the opportunity for professional development and has appropriate external professional support;
 - In partnership with the Chief Executive, to agree respective roles in representing the Institute and acting as spokesperson.
- **To make sure that the Board understands and fulfils its responsibility to hold the Chief Executive and the Secretariat team to account by ensuring that:**
 - When necessary the President and the trustees challenge the Chief Executive constructively and in the best interests of the Institute as 'critical friends';
 - The Chief Executive is clear about the key performance indicators by which they will be held accountable
 - The Chief Executive understands their crucial responsibility to provide relevant, honest, timely, high-quality information and advice to the Board of trustees;
 - There are appropriate mechanisms, both internal and external, to verify that the Board receives a balanced and honest picture of how the Institute is doing.
- **To ensure the Board works in partnership with management by:**
 - Ensuring, through the Chief Executive, a performance evaluation process is in place for everyone in the Institute and that the Institute invests in the development of staff;
 - Ensuring that whenever practicable, trustees visit Institute branches and committees, attend events organised by the Institute as appropriate and have informal opportunities to meet the senior management team, staff and beneficiaries.

THE PRESIDENT-ELECT

- 1 Support and shadow the President in their work
- 2 Stand in for the President should they be unavailable
- 3 Undertake specific assignments at the request of the President

THE VICE-PRESIDENT

- 1 Support and shadow the President in their work
- 2 Stand in for the President should they be unavailable
- 3 Undertake specific assignments at the request of the President